



STUDENT AND INSTITUTIONAL SUCCESS COUNCIL MEETING

Charge: The Student and Institutional Success Council (SISC) serves in an advisory capacity to the Chancellor and as a platform for collaboration, coordination, support, and communication about districtwide efforts to promote equity-minded student success by reviewing, facilitating, and recommending educational and student support initiatives, services, and programs. SISC provides districtwide coordination and leadership through the following objectives:

- Advance a shared vision to the District's student success, equity, and diversity efforts aimed at creating an effective student-focused culture.
- Coordinate pedagogical or technological innovation that enhances academic success.
- Identify and evaluate high impact, scalable practices that support student success and align with the Guided Pathways framework.
- Promote districtwide alignment of curriculum and instructional programming.
- Provide guidance on assigned Board Policies and Administrative Procedures.

NOTES

Monday, August 23, 2021, 3:00–5:00 p.m.

Zoom- <https://cccconfer.zoom.us/j/98992452825>

VC Student & Institutional Success	Vacant	<input type="checkbox"/>	Dean, Counseling Services-GC	Martha Clavelle	<input type="checkbox"/>
Interim Associate VC Technology	Kerry Kilber Rebman	<input checked="" type="checkbox"/>	Dean, Counseling-CC	Nicole Jones	<input checked="" type="checkbox"/>
President, Academic Senate-GC	Pearl Lopez	<input checked="" type="checkbox"/>	Assoc. Dean, Student Services & SSSP-GC	Courtney Williams	<input type="checkbox"/>
President, Academic Senate-CC	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>	Instructional Dean-GC	Eric Klein	<input checked="" type="checkbox"/>
Vice President, Academic Affairs-GC, Co-Chair	Marshall Fulbright	<input checked="" type="checkbox"/>	Instructional Dean-CC	Lauren Halsted	<input checked="" type="checkbox"/>
Interim Vice President, Instruction-CC	Alicia Munoz	<input checked="" type="checkbox"/>	Dean, Admissions & Records, Fin. Aid-GC	Aaron Starck	<input checked="" type="checkbox"/>
Vice President, Student Services-GC	Marsha Gable	<input checked="" type="checkbox"/>	Director, Admissions & Records-CC	Greg Vega	<input type="checkbox"/>
Vice President, Student Services-CC, Co-Chair	Jessica Robinson	<input checked="" type="checkbox"/>	Curriculum Committee Faculty Co-Chair-GC	MariaDenise Aceves	<input checked="" type="checkbox"/>
Int. Sr. Dean, College Planning & Instit. Eff.-GC	Joan Ahrens	<input checked="" type="checkbox"/>	Curriculum Committee Faculty Co-Chair-CC	Jane Gazale	<input checked="" type="checkbox"/>
Sr. Dean, Instit. Eff., Success & Equity-CC	Brianna Hayes	<input checked="" type="checkbox"/>	Dean, Career & Tech. Ed/Workforce Dev.-GC	Javier Ayala	<input checked="" type="checkbox"/>
Dean, Student Success & Equity-GC	Vacant	<input type="checkbox"/>	Dean, Career & Technical Education-CC	Larry McLemore	<input checked="" type="checkbox"/>
Dean, Student Success & Equity-CC	Jesus Miranda	<input checked="" type="checkbox"/>	Director, Community & Workforce Partnerships	Cynthia Nagura	<input checked="" type="checkbox"/>
Rep, Associated Student Government-GC	Benjamin Blevins	<input type="checkbox"/>	Director, Enterprise Systems	Vacant	<input type="checkbox"/>
President, Associated Student Government-CC	Maryam Rammahi	<input checked="" type="checkbox"/>	Recorder	Jacqui Valdivia for Myra Lomahan	<input checked="" type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input checked="" type="checkbox"/>	<i>Resource Personnel: Chancellor</i>	Lynn Neault	<input type="checkbox"/>
Faculty Representative-CC	Miriam Simpson	<input checked="" type="checkbox"/>	<i>Resource Personnel: President-GC</i>	Denise Whisenhunt	<input checked="" type="checkbox"/>
Classified Senate Representative-GC	Michele Martens	<input checked="" type="checkbox"/>	<i>Resource Personnel: President-CC</i>	Julianna Barnes	<input type="checkbox"/>
Classified Senate Representative-CC	Ari Ahmadian	<input checked="" type="checkbox"/>	Guest: Classified Senate President-CC	Katie Cabral	<input type="checkbox"/>
Admin Association Representative	Barbara Gallegos	<input checked="" type="checkbox"/>			

Discussion Items	Action and Follow-Up
A. Welcome	Drs. Robinson and Fulbright welcome members of the council. Members/attendees made official introductions.
B. Additions/Deletions to the Agenda	We had no additions/deletions to the agenda.
C. Board Policies and Administrative Procedures Review	<p>Note: Board policies (BP) and administrative procedures (AP) will be reviewed appropriately through shared governance. We will document any deadlines for specific BP/AP when needed.</p> <p>Distribution for 1ST READ</p> <ul style="list-style-type: none"> • BP/AP 2410 Board Policies and Administrative Procedures <ul style="list-style-type: none"> - At the May SISC meeting, it was recommended to add DEI language on BP/AP 2410.

- It was recommended to add BP/AP 2410 to our August meeting agenda.
- Action: Jesus Miranda, Cuyamaca Dean Student Success & Equity and Joan Ahrens, Grossmont Interim Senior Dean College Planning and Institutional Effectiveness to lead and add DEI language recommendations.
- [BP/AP 3900](#) Speech: Time, Place, and Manner – 6-year review
 - Chancellor recommended SISC to review.
 - Action: Myra will forward the CCLC recommendations along with our version for review to the VPSS's (Jessica/Marsha), VPI/VPAA (Alicia/Marshall), and Academic Senate (Pearl/Manuel).
- [BP/AP 4020](#) Program, Curriculum, and Course Development – CCLC update
 - CCLC updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
 - Action: Myra will forward the CCLC recommendations along with our version to VPI/VPAA (Alicia/Marshall), Curriculum Committee Faculty Co-Chairs (Dee/Jane), and AS Presidents (Pearl/Manuel).
- [BP/AP 4106](#) Nursing Programs – CCLC update
 - CCLC updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
 - Action: Myra will forward the CCLC recommendations along with our version to Grossmont VPAA (Marshall), Curriculum Committee Faculty Co-Chairs (Dee), and AS Presidents (Pearl).
- [BP/AP 4250](#) Probation, Dismissal, and Readmission – CCLC update
 - CCLC updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
 - Action: Myra will forward the CCLC recommendations along with our version to VPSS' (Marsha/Jessica) to review with Deans of Student Affairs (Lauren/Sara), A&R (Aaron/Greg), Deans Counseling (Nicole/Martha), and AS Presidents (Pearl/Manuel).
- [BP/AP 5050](#) Student Success and Support Program – CCLC update
 - CCLC updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
 - Action: Myra will forward the CCLC recommendations along with our version to VPSS' (Marsha/Jessica) to review with their departments and Deans of LTRC (Eric/Jodi).
- [BP/AP 5520](#) Student Discipline Procedures – CCLC update
 - CCLC updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
 - Action: Myra will forward the CCLC recommendations along with our version to VPSS' (Marsha/Jessica) and review with Deans of Student Affairs (Lauren/Sara).

1ST READ

- [BP/AP 2005](#) Student Success, Equity, and Access – 6-year review
 - This BP/AP does not exist with CCLC Policy and Procedure Services.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), Deans Student Success Equity (Jesus/Lida), Sr. Deans Institutional Effectiveness (Bri/Joan), and Academic Senate (Denise/Pearl/Manuel) to review BP/AP.
 - Jesus Miranda's team haven't reviewed this BP/AP and Lida is reviewing this at her next Student Success Council and the team requires more time to review with their constituent groups.
 - Jesus and Lida require more time for review and vetting and will have it ready for August meeting. This will remain 1st read.
 - Update: Jesus recommended this BP/AP review be led by AS Presidents (Manuel/Pearl).
- [BP/AP 3050](#) Institutional Code of Ethics – 6-year review
 - There were no CCLC updates noted, we would put in our local practice.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), and Sr. Deans Institutional Effectiveness (Bri/Joan) to review BP/AP.
 - Todd McDonald, AVC Business Services, recommended to add Statement of Economic Interest Form 700 on the AP (2nd page). No other edits from the VPs and Sr. Deans. Bri Hayes would like to review this further to determine the focus of this BP/AP. We have outdated code of ethics. We need to determine if this addresses the whole district, focuses on the board, or staff/faculty facing students. They looked at other districts and colleges, and some are district wide or catered to specific groups.
 - The team requires more time to review with their constituent groups.
 - The current BP/AP focuses on board members but should address employees and their work more specifically. The group recommends we revisit this with more in-depth next academic year and gather input from all employee groups on the language. This will remain 1st read.
 - Update: This will be redistributed and reviewed by VPSS' (Jessica/Marsha), VPI/VPAA (Alicia/Marshall), and Sr. Deans Institutional Effectiveness (Bri/Joan) to review BP/AP.

- [BP](#) 4030 Academic Freedom – 6-year review
 - References were updated on the BP.
 - CCLC has an AP available and it was recommended to create an AP with this BP.
 - Action: VPSS's (Jessica/Aaron), VPI/VPAA (Alicia/Marshall), Sr. Deans Institutional Effectiveness (Bri/Joan), and Academic Senate (Denise/Pearl/Manuel) to review BP and draft a new AP.
 - Jessica Robinson will review this at the ED Services meeting and the team requires more time to review with their constituent groups.
 - The team would like to revise the BP to include anti-racist and equity lens as well as discuss if an AP needs to be developed.
 - **Update: Pearl noted Grossmont's EDTCC (Equity) Committee under the Senate is reviewing this BP. The committee hasn't reconvened for the fall.**
- [BP](#) 4045 Affordable Educational Resources – 6-year review
 - This is a 6-year review and an internal BP (CCLC does not have this in their list of policies).
 - Action: AS Presidents Denise/Pearl/Manuel, Deans Student Affairs Sara/Lauren, and VPSS Jessica and Aaron to review this BP.
 - Update: Lauren and Sara reviewed the BP and had no recommended changes. They also forwarded to ASG presidents for review. Jessica's team has no edits.
 - **Action: We do not need another read. This can move forward to Chancellor's Cabinet/DEC.**
- [BP/AP](#) 4110 Honorary Degrees – 6-year review
 - This is a 6-year review.
 - Action: VPI Alicia Munoz, VPAA Marshall Fulbright, and VPSS Jessica Robinson and Aaron Starck will review this BP/AP.
 - **Update: It was recommended to also have the AS Presidents (Manuel/Denise) also review this BP/AP.**
- [BP/AP](#) 5030 Fees – technical review and CCLC update
 - Barbara Gallegos requested this to be reviewed on behalf of Dr. Marsha Gable and Chancellor.
 - We have been issuing retro COVID EWs and we don't have a policy to give us guidance on reimbursements and the deadline to issue EWs. If we continue to issue EWs and reimbursement this may cause a fiscal issue.
 - We need to put limitations and update the BP/AP.
 - Action: VPSS's (Jessica/Aaron), Dean/Director/Supervisor A&R (Barbara/Greg/Wayne), and VPASs (Bill McGreevy/Nicole Salgado) to review BP/AP.
 - Greg Vega, Barbara Gallegos, and Wayne Branker need to review further with the team.
 - We received spring CCLC update on this BP/AP and will require further review.
 - **Update: This will be redistributed to VPSS's (Jessica/Marsha), Dean/Director/Supervisor A&R (Aaron/Greg/Wayne), and VPASs (Bill McGreevy/Nicole Salgado) for further review.**
- [BP/AP](#) 5035 Withholding of Student Records – CCLC update
 - This is a Spring CCLC update to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts to collect a debt.
 - Action: A&R Departments (Barbara/Greg/Wayne) and VPSS's (Jessica/Aaron) will review this BP/AP.
 - **Update: This is still being reviewed by A&R Departments (Aaron/Greg/Wayne) and VPSS's (Jessica/Marsha).**
- [BP/AP](#) 5510 Off-Campus Student Organizations – 6-year review
 - This is a 6-year review. Based on a recent CCLC version, the references on the BP were updated.
 - Action: This will be reviewed by our Deans Student Affairs (Sara/Lauren), VPSS (Jessica/Aaron), and sent to CAPS (Nicole Conklin).
 - **Update: Per Nicole Conklin, she suggests we hold off on review due to uncertainty of Sheriffs contract status. It has yet to be negotiated and taken to the board for review.**

2nd READ

- [BP](#) 5016 Veteran Affairs – 6-year review
 - This is a 6-year review and an internal BP (CCLC does not have this in their list of policies).
 - Action: VPSS Jessica Robinson and Aaron Starck will review this BP with the Veteran's Department.
 - Update: Cuyamaca and Grossmont have no recommended changes.
 - **Action: This can move forward to DEC/Chancellor's Cabinet.**
- [BP](#) 5200 Student Health Services – 6-year review
 - This is a 6-year review and CCLC had some previous recommended language (not an update).
 - Action: This BP will be reviewed by our health services department and Deans Student Affairs (Sara/Lauren) and VPSS (Jessica/Aaron).
 - Update: Sara and Lauren met and have no additional edits. VPSS confirm they have no additional recommendations.
 - **Action: This can move forward to DEC/Chancellor's Cabinet.**

- [BP/AP](#) 5530 Student Rights and Grievances – technical review and CCLC update
 - Lauren Vaknin, Dean Student Affairs recommended changes. We also received the spring CCLC update.
 - Action: This will need to be reviewed again by Lauren and Sara, Deans Student Affairs to review CCLC update.
 - Update: Sara and Lauren recommend changes to the AP and had no changes to the BP.
 - Action: This can move forward to DEC/Chancellor's Cabinet.

UPCOMING 6-YEAR REVIEWS

- [BP/AP](#) 4240 Academic Renewal

D. Student Fraud	<p>Greg said A&R are continuing to clear students daily and reach out to students to get documents. This is still an ongoing problem. Pearl asked Aaron to send an email to faculty (similar to a previous one) to have faculty clean up their rosters and drop students. This is a manual process and Laura reviews the rubric daily. Barbara noted this is an active investigation with the Office of Inspector General and in constant communication and escalated of the number of fraudulent accounts.</p> <p>Action: It was recommended to provide updates to SISC and add this to the September meeting agenda.</p>
E. Self-Service Filters	<p>Kerry Kilber-Rebman said there are no current updates.</p> <p>Action: It was recommended to provide updates to SISC and add this to the September meeting agenda.</p>
F. Colleague Coding for Spring Term to Separate Out Intercession Term	<p>Dr. Fulbright said we have a summer and fall session and asked why we have a massive spring (where winter is not separated). On the student transcript, it doesn't separate spring session. How will this impact their financial aid? For financial aid purposes, winter intercession is considered spring, which will consider them full-time status (12 units or more) (i.e. 3 units winter and 9 units spring).</p> <p>A few years ago we had a conversation that we must redesign the system (not just coding) and what we declare with the primary terms with the state. With our system, we have two primary terms and a summer. We assume student success happens from session to session and not a larger session (winter and spring).</p> <p>Action: Barbara will review with financial aid and check the financial aid impacts if we decide to separate winter and spring intercession. Kerry recommends a small focus group to discuss the MIS reporting, technical, and system issues and provide updates at next SISC meeting. Kerry, Drs. Gable and Fulbright will determine who needs to attend this meeting.</p>
G. Data Impact Team (DIT)	<p>Greg said the last meeting was cancelled.</p> <p>Action: Kerry will connect with Laura Murphy (DIT Chair) to verify if she will be a guest or Kerry will provide updates to SISC.</p>
H. Promise Updates	<p>Cynthia Nagura said the Fall 2021 deadline to meet requirements is August 30th. Promise eligible students (first-time college students and CA resident) have decreased by 17% in the number of students compared to last year which aligns with districtwide enrollment decline. We have not seen the final budgets but it has been reduced by approximately \$100K. We expanded and increase our marketing, info sessions, college website visibility, help desk, automated communication plan, promise presentations to the departments, and expanded Promise Toolkit. Barbara wanted to ensure we do not award fraudulent students.</p>
I. Curriculum	<p>Dee said the following updates:</p> <ul style="list-style-type: none"> • Curriculum Institute this summer attended by faculty and administrators • Finalization for the ethnic requirements now on Title V - working on guidelines • Curriculum Committee are gearing for proposal submissions • Work continues on Curriculum Software with encumbered funds from IEPI • We are waiting to hear about the Brown Act and will it be enforced <p>Jane agreed with the updates Dee provided above and also mentioned Cuyamaca have many ongoing curriculum reviews.</p>

	Dr. Fulbright mentioned he is a new member of the California Chancellor's Curriculum Committee. He is not representing Grossmont or the District, but at the state level reviewing curriculum and paying special attention to ethnic studies.
J. Guided Pathways	<p>Dr. Miranda provided Cuyamaca updates:</p> <ul style="list-style-type: none"> • Websites are being updated and how we can better reflect a pathway school, ACP (academic career pathways) connection. We update the websites when they are approved. • We are also asking departments to standardize (same structure) their webpage and actual path then develop degree maps. • Renewed partnership with California Guided Pathways <p>Dr. Gable provided Grossmont updates on behalf of Courtney Williams:</p> <ul style="list-style-type: none"> • We had a couple of leadership team meetings and identified our fall priorities <ol style="list-style-type: none"> 1. Degree mapping – working on final template to create a timeline to meet with departments and identifying counseling liaison 2. Website developing – working on content for website for guided pathways 3. Career coach license – purchase is in final approval to work with EMSI to map our majors to careers 4. Developing out the ACP and creating marketing materials for pathways
K. Strong Workforce	<p>Larry provided Cuyamaca updates:</p> <ul style="list-style-type: none"> • Initiatives this year is to enhance our employer engagement, proposing an Employer Liaison at each college to connect workforce learning • Implement workforce learning professional development into their curriculum • Credit for Prior Learning initiatives and get more professional development <p>Dr. Ayala provided the following Grossmont updates:</p> <ul style="list-style-type: none"> • We have a regional impact study for how students are doing with earnings in our region • Program finder website organized by Regional Consortium which allows you to see where to go for college based on the program
L. Other Discussion Items	No other additional items were discussed.
M. Next SISC Meeting	Monday, September 27, 3:00-5:00 PM, Zoom