



## 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.

## MEETING MINUTES

Monday, February 28, 2022, 3:00–5:00 p.m.

Meeting URL: <https://cccconfer.zoom.us/j/91569221315?from=addon>

Meeting ID: 915 6922 1315

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 type="checkbox"/>	Dean, Counseling-CC	Nicole Jones	<input type="checkbox"/>
President, Academic Senate-GC	Pearl Lopez	<input type="checkbox"/>	Assoc. Dean, Student Services & SSSP-GC	Courtney Williams	<input type="checkbox"/>
President, Academic Senate-CC	Manuel Mancillas-Gomez	<input type="checkbox"/>	Instructional Dean-GC	Eric Klein	<input type="checkbox"/>
Vice President, Academic Affairs-GC, Co-Chair	Marshall Fulbright	<input type="checkbox"/>	Instructional Dean-CC	Lauren Halsted	<input type="checkbox"/>
Interim Vice President, Instruction-CC	Alicia Munoz	<input type="checkbox"/>	Dean, Admissions & Records, Fin. Aid-GC	Aaron Starck	<input type="checkbox"/>
Vice President, Student Services-GC	Marsha Gable	<input type="checkbox"/>	Director, Admissions & Records-CC	Greg Vega	<input type="checkbox"/>
Vice President, Student Services-CC, Co-Chair	Jessica Robinson	<input type="checkbox"/>	Curriculum Committee Faculty Co-Chair-GC	MariaDenise Aceves	<input type="checkbox"/>
Int. Sr. Dean, College Planning & Instit. Eff.-GC	Joan Ahrens	<input type="checkbox"/>	Curriculum Committee Faculty Co-Chair-CC	Jane Gazale	<input type="checkbox"/>
Sr. Dean, Instit. Eff., Success & Equity-CC	Brianna Hayes	<input type="checkbox"/>	Dean, Career & Tech. Ed/Workforce Dev.-GC	Javier Ayala	<input type="checkbox"/>
Dean, Student Success & Equity-GC	Vacant	<input type="checkbox"/>	Dean, Career & Technical Education-CC	Larry McLemore	<input type="checkbox"/>
Dean, Student Success & Equity-CC	Jesus Miranda	<input type="checkbox"/>	Director, Community & Workforce Partnerships	Cynthia Nagura	<input 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 type="checkbox"/>	Recorder		<input type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input type="checkbox"/>	Resource Personnel: Chancellor	Lynn Neault	<input type="checkbox"/>
Faculty Representative-CC	Miriam Simpson	<input type="checkbox"/>	Resource Personnel: President-GC	Denise Whisenhunt	<input type="checkbox"/>
Classified Senate Representative-GC	Michele Martens	<input type="checkbox"/>	Resource Personnel: President-CC	Julianna Barnes	<input type="checkbox"/>
Classified Senate Representative-CC	Megan Smith	<input type="checkbox"/>			
Admin Association Representative	Barbara Gallegos	<input type="checkbox"/>			

Discussion Items	Action and Follow-Up
A. Welcome	Jessica Robinson and Marshall Fulbright III will be co-chairing SISC for the spring meetings until a new AVC is hired. Jessica Robinson welcomed the members
B. Additions/Deletions to the Agenda	None
- Board Policies and Administrative Procedures Review	
Distribution for 1 <sup>ST</sup> READ	

- None

#### 1<sup>ST</sup> READ

- [BP/AP 2005](#) Student Success, Equity, and Access – 6-year review (Initial distribution: February 22, 2021)
  - 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 1<sup>st</sup> read.
  - Jesus recommended this BP/AP review be led by AS Presidents (Manuel/Pearl).
  - Jesus reported that the final review and edits of BP/AP 2005 are now part of the work of the Board's Advisory Ad Hoc Committee on DEI (update for 10/25/21 meeting).
  
  - [BP/AP 2410](#) Board Policies and Administrative Procedures (Initial distribution: August 23, 2021)
  - 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.
  - Jesus reported that this is pending a final review and hopefully should have something to present at next SISC (update for 10/25/21 meeting).
  - Bri Hays reported that IEC subgroups from each college are meeting on 12/1 to align their recommendations, so an update should be available at the SISC meeting following that.
  - Bri Hays reported that the Cuyamaca and Grossmont IE Council/Committee work groups met on Wednesday and identified next steps for the combined work group related to BP/AP 2410 as follows:
    - o Research other district processes (codified in BP/AP 2410) and language to incorporate into our BP/AP 2410
    - o Identify any gaps in our current BP/AP 2410
    - o Recommend changes to BP/AP 2410 to address these gaps
    - o Meet in January to report on progress for both BP/AP 3050 and BP/AP 2410
- Note that the version of BP/AP 2410 that we are working on is the one that includes Jesus's edits as well, so the new version will include stronger language about reviewing BPs/APs with an equity lens. (Update for 12/13/21 meeting)
- [BP/AP 3050](#) Institutional Code of Ethics – 6-year review (Initial distribution: February 22, 2021)
  - 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 (2<sup>nd</sup> 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 1<sup>st</sup> read.
  - 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.
  - Bri Hays reported that IEC subgroups from each college are meeting on 12/1 to align their recommendations, so an update should be available at the SISC meeting following that.
  - Bri Hays reported that the Cuyamaca and Grossmont IE Council/Committee work groups met on Wednesday and identified next steps for the combined work group related to BP/AP 3050 as follows:
    - o Combine APs 3050 and 3060 into one Institutional Code of Ethics
    - o Change the language from conduct to ethics (moving away from deficit mindset)
    - o Clean up accreditation references that incorrect/outdated or typos
    - o Remove the references to other BPs/APs that are not applicable to this AP
    - o Clean up consequences section
    - o Review and note any recommendations for 2715, 3430, 5500 to ensure alignment
    - o Focus Institutional Code of Ethics on employees since there are already separate policies/procedures for board members and students

We are meeting again in January to check in on progress for each of our assigned tasks. (Update for 12/13/21 meeting)

- [BP/AP 3900 Speech: Time, Place, and Manner](#) – 6-year review (Initial distribution: August 23, 2021)
  - 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 4030 Academic Freedom](#) – 6-year review (Initial distribution: February 22, 2021)
  - 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.
  - Pearl noted Grossmont's EDTCC (Equity) Committee under the Senate is reviewing this BP. The committee hasn't reconvened for the fall.
  - Pearl commented she was able to pull the notes from the committee from last spring, and put everything together reviewed it with the committee and then I sent the information to Manuel at Cuyamaca.
- [BP/AP 4106 Nursing Programs](#) – CCLC update (Initial distribution: August 23, 2021)
  - 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).
  - Dee A. reported that the Curriculum Committee reviewed as an information item this week, and will have official feedback for 10/26. She can share at the next meeting (the day before) (update for 10/25/21 meeting).
  - Dee A. reported that the Nursing Dept. needs more time to provide feedback
  - **Dee A. added optional DEI language to BP and AP; noted that loan assumption agreement info is OK as provided based on official statewide document, however, note that Grossmont's Nursing Program is not aware of loan assumption agreements and would like to receive related information if possible. (Update for 12/13/21 meeting)**
- [BP/AP 4110 Honorary Degrees](#) – 6-year review (Initial distribution: May 24, 2021)
  - This is a 6-year review.
  - Action: VPI Alicia Munoz, VPAA Marshall Fulbright, and VPSS Jessica Robinson and Aaron Starck [now Marsha] will review this BP/AP.
  - It was recommended to also have the AS Presidents (Manuel/Denise [now Pearl]) also review this BP/AP.
  - This was reviewed by AS Presidents (Pearl and Manuel) sent on to VPAA (Marshall)
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- [BP/AP 5030 Fees](#) – technical review and CCLC update (Initial distribution: February 22, 2021)
  - 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.
  - 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.
  - Wayne commented we should hold on the review of this BP/AP as there is new legislation coming (at 10/25/21 meeting).
- [BP/AP 5050 Student Success and Support Program](#) – CCLC update (Initial distribution: August 23, 2021)
  - 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).
  - Eric K. reported that he doesn't have any suggested changes or revisions (update for 10/25/21 meeting).
  - Jodi R. reported that she had nothing to add (update for 10/25/21 meeting).
  - Marsha and Jessica will make one more review (10/25/21).
- [BP/AP 5510 Off-Campus Student Organizations](#) – 6-year review (Initial distribution: May 24, 2021)

- 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).
- 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

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## UPCOMING 6-YEAR REVIEWS

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

C. Enrollment Management	<p>Marshall and Alicia gave a brief update regarding the Enrollment Management.</p> <p>Marshall said both colleges have submitted the Strategic Enrollment Management application. The Chancellor office is offering strategic enrollment management program and it's a yearlong program. He stated that the purpose of the application is focusing on how we engage students.</p> <p>Alicia said that the deadline to submit applications was extended to Friday and they're going to review the applications and interview the coaches on March 7th. On March 21st, a yearlong training will start to work with coaches and they will be having monthly meetings with them.</p>
D. Self-Service Filters	<p>Kerry said that the two critical projects that the IT team working on are <a href="#">Student Information System Upgrade</a> and <a href="#">Colleague Financial Aid Transition</a>.</p> <p>Kerry gave a brief update regarding the student information system upgrade. <a href="#">She shared the IT Projects Page</a>. The page includes information about the Student Information System Upgrade project, which was formerly launched January 19, 2022. She shared with the group how to access the page and Colleague Financial Aid Transition information.</p> <p>She shared the project description that states the Student Information System (SIS) needs significant improvement in order to better serve the needs of students and faculty and ensure compliance with applicable regulations. This project has two major components. First, create and implement a plan for moving off of WebAdvisor and then to create and implement a plan for adopting the full functionality of Colleague and Self-Service in order to optimize their use. She also thinks there will be three phases to the project, with the first Phase focused on two interdependent elements. It is also important to note that there are connections between Phase I and Phase II and as a result, timelines may overlap.</p> <p>Kerry explained the project goals</p> <ul style="list-style-type: none"> <li>• Create a better end user experience for students</li> <li>• Ensure compliance with applicable regulations</li> <li>• Provide clear, easy access to information real-time 24/7 for students, faculty and staff</li> <li>• Maintain sound business processes that enhance services to students and faculty</li> <li>• Data owners assigned and role permissions / security classes implemented</li> <li>• Complete all phases of the project as described.</li> </ul> <p>Kerry said that the IT team did create a form and it just got finalize this afternoon. She asked the SISC group to encourage Students, Faculty and Staff to submit issues and ideas via this <a href="#">form</a></p>
E. <a href="#">Data Impact Team (DIT)</a>	<p>Kerry noted the following updates regarding the Data Impact Team (DIT):</p> <p>The first Update is that Cuyamaca College has requested an icon for the high FLEX courses. Kerry mentioned it's kind of similar to the Zero textbook classes' icon. She mentioned that Cuyamaca College has also requested an icon for the high FLEX courses and they are working with Instructional OPS on this project.</p>

	<p>The second update is for Fall 2022 the NRA s and international fees that the district is not charging for parking for the summer semester</p> <p>Kerry noted the student payment gateway is going to be closed this week March 1st starting at 6pm, and they hope to reopen it on March 4th which is Friday at 7am. They are going to wipe out that student debt this week. they'll give a report to the VPN and a message will send out on Self-service when it gets turned off tomorrow, March 1st at 6pm.</p>
A. Promise Updates	<p>Cynthia Nagura shared the Promise Updates. She viewed the New in Spring Cohort Enrollment and % Change for Spring 2019 – Spring 2022 as the following:  Spring 2019: 88 enrollment  Spring 2020:139 enrollment – 58% change  Spring 2021:176 enrollment – 27% change  Spring 2022: 139 enrollment -- -21 change</p> <p>She shared the Persisting Cohorts Enrollment - % Change for Spring 2019 – Spring 2022;  Spring 2019: 520 enrollment  Spring 2020:1508 enrollment – 190% change  Spring 2021: 2320 enrollment – 54% change  Spring 2022: 1839 enrollment -- -21 change</p> <p>Cynthia noted the total annual promise enrollment for the academic years 2019-2022:  2018-2019: 1339  2019-2020: 3699  2020-2021: 5420  2021-2022:4588</p> <p>Also, she shared the percent change for each year:  2019-2020: 176%  2020-2021: 47%  2021-2022: -15%</p>
B. Curriculum	<p>Jane shared that the Cuyamaca College Curriculum Committee is preparing a curriculums for the March Board meeting and the curriculum packet has been approved by the Senate and is scheduled to be on the Board's agenda on March 8th. She said the proposals in the packet will include seven ED proposals and five program modifications, one deletion and one program addition. She stated that they have exactly 28 courses, that between modifications and additions, specifically, three course. She mentioned that the committee also worked on notifying faculty, enhanced the communication with faculty regarding the five year curriculum review cycle, and they sent emails to Department chairs and faculty who have curriculum that's for review and curriculum that's been affected by deletions and the activations. She said they've been also proactively and widely sharing the sharing information and feedback from faculty about the new transfer pathway.</p> <p>Dee shared that Grossmont College Curriculum Committee has three meetings left for this semester, March, April and May meetings, so they are working towards finishing up their proposals. She mentioned at the beginning of the year, they had over 500 so they kept working on that. She mentioned that Grossmont is looking for Fall term and they sent out a survey to faculty regarding the workload for next year. Also, they are hoping to do one more summer DE push to ensure that they have captured as much distance ED approval. She mentioned that more departments would like to more distance courses and so they are working towards that and possibly having one more distance ED in the summer. She added they focus at seven or five Improvement Plan that's due next month.</p> <p>Dee said that they will have a curriculum training on the taxonomy programs across Grossmont college which is a good professional development opportunity for faculty.</p>
C. Guided Pathways	<p>Courtney noted the following updates regarding the Guided Pathways.</p>

	<p>She said things are still moving forward in for the Spring 2022 semester, they're going to giant steps Center guided pathways journey.</p> <p>She thanked Dr. Klein, Dr. Fulbright, Dr. Gable and Kerry for their efforts. She mentioned that Websites are always hard to navigate, but they are moving forward and have some great templates and they will have ACP Student Website so our students will have access to their degree maps. This project will help students make informed decisions about their course selection. She said they are getting a small group together to start looking at how they redesign onboarding, and they're needing to kind of re shift that in terms of focusing on trying to establish that student centered equity focus on boarding. They look forward to working with all of the constituency groups, as they bring that their vision to life.</p>
D. Strong Workforce	<p>Larry and Javier provided updates regarding the Strong Workforce.</p> <p>Larry noted they are continuing the strong workforce effort and he mentioned they will be announced in April what is called Industry Liaison. It's kind of a change in the region, and each College will be assigned an industry liaison and those folks are going to be announced in April.</p> <p>Javier said that the Institute 2.0 Strong Workforce is kicking out from March 11 and he encouraged the group to use data across the curriculum for equity issues among career education. He noted that Larry and he serve on the East County Economic Development Council and he has chaired that group for a couple years and Javier is rotating off as a chair. He mentioned that Larry has done an amazing job the last couple years and he'll rotate in the chair position starting of tomorrow officially.</p>
E. Other Discussion Items	<p><b>P/NP deadlines for Spring, Summer, and Fall 2022:</b> Greg provided a quick update regarding pass no pass deadlines for the calendar year 2022 (Spring, Summer and Fall semesters).</p> <p>He mentioned that as a result of the pandemic and continuing conditions, the A&amp;R team will have a little bit of flexibility with regard to pass/no pass. He stated that he and his team will have the same flexibility that they had last year. They typically are required to set the pass no pass deadline at 30% mark in the semester so that's usually around the fifth week of the term.</p> <p>Greg noted that the final pass no pass deadline for spring would be June 6, for Summer is August, 4th and for Fall is December, the 17th with new additional deadlines for first eight weeks sections March 26th and October 15th.</p> <p>Greg said that the process is likely going to look very similar to last year. There may be a couple of small adjustments in terms of those first eight weeks sections. He added it's a nice opportunity for students who continue to experience different sorts of hardships during the semester and to have a little bit of flexibility as they will have until the end of the semester to apply for pass no pass. Jessica added that students should check in with counseling for specific guidance on taking a course P/NP.</p>
F. Next SISC Meeting	<p><b>Monday, March 21, 2022 3:00-5:00 PM, Zoom</b></p>