



GROSSMONT-CUYAMACA

COMMUNITY COLLEGE DISTRICT

Student and Institutional Success Council

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.

Minutes

November 28, 2022, 3:00pm – 4:30 p.m.

<https://us06web.zoom.us/j/92312833666>

Membership

AVC, Educational Support Services (Chair)	Eric Klein	<input type="checkbox"/>	Dean, Counseling Services-GC	Martha Clavelle	<input type="checkbox"/>
AVC, Technology	Kerry Kilber Rebman	<input type="checkbox"/>	Dean, Counseling-CC	Agustín Orozco	<input type="checkbox"/>
President, Academic Senate-GC	Pearl Lopez	<input type="checkbox"/>	Assoc. Dean, Student Services & SSSP-GC	Courtney Willis	<input type="checkbox"/>
President, Academic Senate-CC	Manuel Mancillas-Gomez	<input type="checkbox"/>	Instructional Dean-GC	Vacant	<input type="checkbox"/>
Vice President, Academic Affairs-GC	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"/>
Interim Vice President, Student Services-CC	Brianna Hayes	<input type="checkbox"/>	Curriculum Committee Faculty Co-Chairs-GC	Sébastien Cormier, 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	Vacant	<input type="checkbox"/>	Dean, Career & Tech. Ed/Workforce Dev.-GC	Javier Ayala	<input type="checkbox"/>
Interim Dean, Student Success & Equity-GC	Victoria Rodriguez	<input type="checkbox"/>	Int. Dean, Career & Technical Education-CC	George Dowden	<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	Pam Wright	<input type="checkbox"/>
President, Associated Student Government-CC	Maryam Rammahi	<input type="checkbox"/>	Recorder	Vacant	<input type="checkbox"/>
Faculty Representative-GC	Taneisha Hellon	<input type="checkbox"/>	<i>Resource Personnel: Chancellor</i>	<i>Lynn Neault</i>	<input type="checkbox"/>
Faculty Representative-CC	Miriam Simpson	<input type="checkbox"/>	<i>Resource Personnel: President-GC</i>	<i>Denise Whisenhunt</i>	<input type="checkbox"/>
Classified Senate Representative-GC	Michele Martens	<input type="checkbox"/>	<i>Resource Personnel: President-CC</i>	<i>Jessica Robinson</i>	<input type="checkbox"/>
Classified Senate Representative-CC	Megan Smith	<input type="checkbox"/>			
Admin Association Representative	Barbara Gallego	<input type="checkbox"/>			



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Agenda Items	Notes
Welcome	Eric welcomed attendees to November SISC meeting. Members did introductions. Guest attendee Danya Sanchez (Business Analyst) introduced herself.
Additions/Deletions to Agenda	Manuel provided information about the 8 th Annual Bi-National Transborder Conference and encouraged attendance at the event.
Board Policies and Administrative Procedures	<p>Review</p> <p><i>AP 3050: Institutional Code of Ethics (6-Year Review)</i></p> <p>In 2021-22, the Institutional Effectiveness Committees at each campus reviewed AP 3050 based on the 6-year review cycle and SISC request. A workgroup with representatives from both colleges was formed. The group examined both AP 3050 (Institutional Code of Ethics) and AP 3060 (Institutional Code of Conduct). Initially, the workgroup made a recommendation to combine both APs into one, AP 3050, which would be called Institutional Code of Ethics and Professional Responsibility, which included significant revisions to reflect a focus on employees and expectations for employee responsibility and behavior. The revised version of AP 3050 was widely vetted at both colleges. However, after consultation with Human Resources and after Cuyamaca College received feedback from the Department of Defense Tuition Assistance program regarding a need to comply with its code of ethics, it was clear that two procedures were needed to address both external compliance items and reflect current norms across the District. Thus, the Institutional Effectiveness Committees agreed to make the small update to AP 3050 to address the Department of Defense recommendation and instead reflect the initial updates in AP 3060, maintaining two separate but related procedures. The small addition to AP 3050, which prohibits employees from accepting payments or incentives for enrolling or awarding financial aid to specific students, will allow the colleges to maintain compliance to enable Active Duty military members to receive Tuition Assistance to attend our colleges. As previously noted, the revisions that were initially made to AP 3050 will now be reflected in AP 3060, and that will come before SISC at the next meeting.</p>



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	<p><i>BP/AP 4110: Honorary Degrees (6-Year Review)</i></p> <p>Some additional feedback and proposed edits were discussed. The Academic Senate Chairs (Pearl and Manuel) will review the feedback and provide additional revisions if needed.</p> <p><i>AP 5055: Enrollment Priorities</i></p> <p>Proposed edits to AP 5055 reflect the recommendation to add <i>Native American or Alaskan Native students</i> to Group 2.</p> <p>https://www.law.cornell.edu/regulations/california/5-CCR-58108</p> <p>Note - This procedure was previously updated to add legal citation Education Code Section 66025.92 and reflect the new requirement that priority enrollment be granted to a student who is a recipient of aid under the Tribal TANF program.</p> <p>In Progress – No Update</p> <p><i>BP/AP 4100: Graduation Requirements for Degrees and Certificates</i> (in regard to catalog rights)</p> <p><i>BP/AP 4240: Academic Renewal (6-Year Review – No Proposed Revisions)</i></p> <p><i>BP/AP 5070: Attendance Accounting (6-Year Review)</i></p>
Learning-Aligned Employment Program (LAEP) – Javier Ayala/George Dowden	<p>https://www.csac.ca.gov/post/learning-aligned-employment-program-0</p> <p>Javier provided an overview of this program, which offers eligible students at public colleges and universities the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. GCCCD is looking to pilot this program with a few students in spring of 2023, with the aim of growing it in future years (beginning in fall 2023).</p>
Census Roster Submission	<p>Note - the change derives from Colleagues' configuration, as the new updates require us to put how many days before the census can a faculty submit their census roster.</p>



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	<p>The number of dates entered would apply to all courses (there is no mechanism to configure it differently for full semester, 8 weeks, and other short terms).</p> <p>The Committee discussed state regulations (below) and provided recommendations with regard to the census roster configuration.</p> <p>California state regulations require that instructors certify class attendance before certifying census.</p> <p>Under Title 5, Section 58004 – Application of Census Procedures, it states:</p> <p>“The “drop date” shall be the end of business of the day immediately preceding the census day.”</p> <p>Student Accounting Manual: Section 1 - Under Both Census Date (for term length classes) and Census Day (For all other classes outside of the term Length) it states:</p> <p>“Instructors are required to clear the rosters of inactive enrollments on the business day immediately preceding the Census Date.”</p> <p>Currently at GCCCD, the roster may be submitted on the first day of class until the census date.</p> <p>MiraCosta College – Census roster available to faculty 3 days before census.</p> <p>Palomar College - Census roster available to faculty 4 days before census.</p> <p>Southwestern College – The census roster must be filled out and certificated for each class within 2 days of your census date.</p>
Excused Withdrawal Regulations – Ruth Ramirez-Ruiz	<p>With the ending of the Emergency Conditions by the State Chancellor’s Office, both colleges stopped providing refunds for EW petitions. Taking Title V section 58509 into consideration, the petition committees at the colleges may provide refunds for withdrawals due to an extraordinary condition. Within their purview, both committees already grant refunds through petition processes such as No Show request, this additional change will expand their support to students facing unprecedented circumstances.</p>



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	<p>Title V, section 55024, requires the colleges to active engage the student to identify support services. The colleges shall establish a process to proactively engage with the student and conduct referrals to support services. A student's excused withdrawal petition cannot be denied due to college's inability to mitigate student circumstances.</p> <p>The colleges and district must work together to establish a timeframe by which a student may request a withdrawal through the petition process.</p>
Deadline Updates – Danya Sanchez	<p>Based on an analysis of current system configuration and published class deadlines, the following deadlines/configurations may need to be revised:</p> <ul style="list-style-type: none">• Add/Drop Deadlines (All classes outside of the Term Length (short-term classes)• Pass/No-Pass Deadlines• Refund Deadlines• Withdrawal Deadlines (Last Day to receive a W)
Compressed Calendar	<p>Approval received from State Chancellor's Office on October 18th.</p> <p>https://www.gcccd.edu/compressed-calendar/</p> <p>Website in process of being updated. Districtwide communication plan being developed.</p> <p>Questions/comments to eric.klein@gcccd.edu</p>
Institutional Effectiveness Partnership Initiative (IEPI) – Partnership Resource Team (PRT) visit in spring 2023	<p>In the spring, we will be participating in an IEPI focused on a review of the District's governance structure. Attached is the letter of interest that was submitted. We'll have a visit in the spring from an external team, and we'll be working to identify colleagues across the Colleges and District to participate in the visit.</p>
District Governance Handbook	<p>Includes minor updates or changes that have already been approved. There will be a deeper dive in spring 2023 with the IEPI to look holistically at ways we can improve our governance structure, including changes to existing committees and memberships.</p>
CourseLeaf Catalog (CAT) – Dee Aceves	<p>https://www.courseleaf.com/software/cat/</p> <p>The team is making great progress on the implementation of our new catalog software, and</p>



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	we look forward to having a more student-friendly, equity-centered, and interactive catalog. We anticipate launching our District's first digitally published catalogs in advance of the fall 2023 semester, and then work will begin on the implementation of our new curriculum software.
Next SISC Meeting	Monday, January 23, 3:00pm – 4:30pm, Zoom