



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT
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Student and Institutional Success Council

[Charge](#)

NOTES

September 25, 2023, 3:00 pm – 4:30 pm

[Zoom](#)

Council Members

Name	Title	Attendance
Agustin Albarran	Interim Vice President, Academic Affairs - GC	<input checked="" type="checkbox"/>
Agustin Orozco	Dean, Counseling - CC	<input checked="" type="checkbox"/>
Barbara Gallego	Interim Associate Vice Chancellor, Ed Support Services (Chair)	<input checked="" type="checkbox"/>
Brianna Hayes	Interim Vice President, Student Services - CC	<input checked="" type="checkbox"/>
Brianna Hayes	Sr. Dean, Institutional Effectiveness, Success & Equity - CC	<input type="checkbox"/>
Courtney Willis	Dean, First Year Services & Retention - GC	<input checked="" type="checkbox"/>
Cynthia Nagura	Director, Community & Workforce Partnerships	<input checked="" type="checkbox"/>
George Dowden	Dean, Career & Technical Education - CC	<input checked="" type="checkbox"/>
Jane Gazale	Curriculum Committee Faculty Co-Chair - CC	<input checked="" type="checkbox"/>
Javier Ayala	Dean, Career & Tech. Ed/Workforce Development - GC	<input checked="" type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction - CC	<input checked="" type="checkbox"/>
Jesus Miranda	Dean, Student Success & Equity - CC	<input type="checkbox"/>
Joan Ahrens	Int. Sr. Dean, College Planning & Institutional Effectiveness - GC	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Assoc. Vice Chancellor, Technology	<input checked="" type="checkbox"/>
Lauren Halsted	Instructional Dean - CC	<input type="checkbox"/>
Manuel Mancillas-Gomez	President, Academic Senate - CC	<input checked="" type="checkbox"/>
MariaDenise Aceves	Curriculum Committee Faculty Co-Chairs - GC	<input checked="" type="checkbox"/>
Marissa Salazar	Faculty Representative - CC	<input checked="" type="checkbox"/>
Marsha Gable	Vice President, Student Services –G C	<input checked="" type="checkbox"/>
Martha Clavelle	Dean, Counseling Services - GC	<input type="checkbox"/>
Megan Smith	Classified Senate Representative - CC	<input type="checkbox"/>
Michele Martens	Classified Senate Representative - GC	<input checked="" type="checkbox"/>
Pam Wright	Director, Enterprise Systems	<input type="checkbox"/>
Pearl Lopez	President, Academic Senate - GC	<input checked="" type="checkbox"/>
Taneisha Hellon	Faculty Representative - GC	<input type="checkbox"/>
Victoria Rodriguez	Dean, Student Success & Equity - GC	<input type="checkbox"/>
Wayne Branker	Admin Association Representative	<input checked="" type="checkbox"/>
Vacant	Rep, Associated Student Government - GC	<input type="checkbox"/>
Vacant	Rep, Associated Student Government - CC	<input type="checkbox"/>
Vacant	Instructional Dean - GC	<input type="checkbox"/>
Vacant	Dean, Admissions & Records and Financial Aid - GC	<input type="checkbox"/>
Vacant	Director, Admissions & Records - CC	<input type="checkbox"/>
<i>Denise Whisenhunt</i>	<i>Resource Personnel: President - GC</i>	<input type="checkbox"/>
<i>Jessica Robinson</i>	<i>Resource Personnel: President - CC</i>	<input type="checkbox"/>
<i>Lynn Neault</i>	<i>Resource Personnel: Chancellor</i>	<input type="checkbox"/>

Meeting Objectives

1. Level Set Membership
2. Review BP/AP Process and Procedures
3. BP/AP Status Updates and Review



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Agenda Item	Documents
A. Barbara welcomes the council and began the SISC meeting at 3:05.	
B. SISC New Year 1) Barbara briefly reviewed the SISC members and roles, noting the vacancies in A&R, Student Representatives, and Instructional Dean. <ul style="list-style-type: none">Barbara will reach out to Student Representatives regarding attending SISC.Taneisha Hellon will be stepping down, Pearl to appoint a new Faculty Representative 2) Barbara shared a progress update of the 2023 Governance IEPI, the next steps of scheduling the ASCCC Governance Education Workshop, and related documents <ul style="list-style-type: none">New SISC agenda, notes, and distribution timeline implemented and followed.The Re-Org of the GCCCD Governance Structure will take time and will be spearheaded by our external consultant Dr. Helen Benjamin.SISC includes both Governance and Operational issues, ideally this will be separated with a new Operational Group. 3) The two (2) suggested 2023-2024 SISC Goals below were reviewed and approved <ul style="list-style-type: none">Achieve compliance of 34 AP/BPs through comprehensive review and recommendations.At least 80% of SISC Members attend ASCCC Participatory Governance Educational Workshops.	I&E Plan Meeting Agenda Template Meeting Notes Template Meeting Documents Timeline Summit Presentation
C. 2023-2024 Board Policies and Administrative Procedures 1) Barbara shared that with the April 2023 CCLC Update #42 SISC has 34 BP/APs to be reviewed for compliance. 2) Amber reviewed a draft BP/AP Review Policy and Procedure and incorporated feedback in revised BP/AP Review Policy and Procedure. <ul style="list-style-type: none">Pearl commended the documentation and suggested sharing with other councils.Feedback: At times other councils are reviewing the same BP/AP which can be confusing, in the past sometimes it has been unclear as to the current version, and the possibility of creating a shared folder.<ul style="list-style-type: none">A shared folder may be further discuss if needed in addition to clarity of process.Amber updated the BP/AP Review Process, posted on SISC Intranet	BP/AP Review Process
D. REVIEW Board Policies and Administrative Procedures	



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Agenda Item	Documents
1st READ – Status Update	
a. Institutional Code of Conduct <u>Update (Bri):</u> Cuyamaca IE Council and Grossmont PIE Committee formed a joint work group in 2021-22 to revise AP 3060. Initial work aimed to combine AP 3060 with AP 3050 and terming the AP Professional Responsibility for employees rather than Institutional Code of Conduct for all. HR determined they needed to stay separate. AP 3050 was split and approved. The work on AP 3060 stalled in 2022-23 but was picked back up this fall. It was brought forward this fall that the 2024 (new) accreditation standards included the same language requiring that consequences for violation is included in the institutional code of conduct. The updated AP 3060 now includes language speaking to consequences for violation, and it was endorsed today by Cuyamaca's IE Council. It will go to Grossmont's PIE Committee this week. <ul style="list-style-type: none">Amber contacted Bri and Joan regarding recommendation revisions in track changes. Track changes document to be reviewed in October<ul style="list-style-type: none">October Agenda: 1st Read	BP/AP 3060 (current) Technical Review
b. Attendance Accounting <u>NOTE:</u> 1 st Read in April <ul style="list-style-type: none">Barbara to convene a meeting to discuss with Senate and A&R. Update at October SISC.<ul style="list-style-type: none">November Agenda: 1st Read or Update	BP/AP 5070 (current) Technical Review
c. Academic Renewal <u>NOTE:</u> 1 st Read in April <u>Update:</u> Academic Senate approved – determine if changes were made. <ul style="list-style-type: none">Amber emailed Pearl and Manuel to determine if previous revisions were madeAmber sent to A&R (V1), per council determination, 10-4-23<ul style="list-style-type: none">November Agenda: 2nd Read	BP/AP 4240 (current) 6 Year Review
d. Multiple and Overlapping Course Enrollments <u>NOTE:</u> 1 st Read in May <ul style="list-style-type: none">Amber sent to A&R (V1), per council determination, 10-4-23<ul style="list-style-type: none">November Agenda: 2nd Read	BP/AP 4226 (current) 6 Year Review
<ul style="list-style-type: none">Course Repetition – Significant Lapse of Time <u>NOTE:</u> 1 st Read in May <ul style="list-style-type: none">Amber sent to A&R (V1), per council determination, 10-4-23<ul style="list-style-type: none">November Agenda: 2nd Read	BP/AP 4228 (current) 6 Year Review



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Agenda Item	Documents
e. Independent Study 1st Read <ul style="list-style-type: none">Amber sent to Jane and Dee for Curriculum Committee review (V1), per council determination, 10-4-23<ul style="list-style-type: none">November Agenda: 2nd Read	BP/AP 4101 (current) 6 Year Review
1st READ – CCLC Updates	
a. Graduation Requirements for Degrees & Certificates 1st Read <u>Update (Jane):</u> <p>Cuyamaca reviewed last week and will again on October 3rd as more discussion is needed. Recommendations will go to A&R. Revisions are anticipated by the end of October.</p> <p>Grossmont will complete the 2nd read tomorrow. It was noted that after Title 5 changes are finalized we will need to update again as soon as possible.</p> <ul style="list-style-type: none">November Agenda: 1st Read (college revisions)	BP 4100 (redlined) CCLC Update #33 AP 4100 (redlined) CCLC Update #42 Legally required
b. Withholding of Student Records for Nonpayment <u>Update:</u> <p>BP/AP includes legally advised CCLC changes (Update 42) regarding not withholding grades or transcripts as a consequence of the student's outstanding financial obligation.</p> <ul style="list-style-type: none">Barbara to send CCLC redlined BP/AP 5035 to council members to approve legal updates via email and forward to DEC as soon as possible due to importance of update	BP/AP 5035 (redlined) CCLC Update #42 Legally required
c. Fees 1st Read <ul style="list-style-type: none">October Agenda: 2nd Read	AP 5030 (redlined) CCLC Update #4 Legally required
d. Course Adds and Drops 1st Read <u>Update:</u> <p>Updating AP will require additional time as it will be a two-step process. First, intervention programs will need to be created. Second, the AP with the interventions, will need to be reviewed by Academic Senate, A&R, and Student Services Council.</p> <ul style="list-style-type: none">Amber sent to Marsha, Bri, and Wayne for review (V1), per council determination, 10-4-23Marsha, Bri, and Wayne to add intervention programs once created and send to Barbara and Amber (V2) and determine what constituency group is next to reviewAmber to send V2 to identified constituency group	AP 5075 (redlined) CCLC Update #42 Legally required
e. Enrollment Priorities 1st Read	AP 5055 (redlined) CCLC Update #42



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Agenda Item	Documents
<p><u>Discussion:</u></p> <p>Pearl noted a previous request to add student government to priority registration and that Sasha may have had a resolution.</p> <p>Barbara noted that only main positions of student government (board members) could be added and thinks it is one member per 1,000 students.</p> <ul style="list-style-type: none">Barbara to confirm details of adding student government positions to priority registrationPearl inquired about Sasha's previous resolutions for consideration<ul style="list-style-type: none">October Agenda: 2nd Read	
<p>f. Probation, Dismissal, and Readmission</p> <ul style="list-style-type: none">Barbara to schedule a Workgroup meeting with Jesus, Pearl, Manuel, Wayne, and Cuyamaca A&R<ul style="list-style-type: none">November Agenda: 1st Read or update	<p>AP 4250 (redlined) CCLC Update #42 and #38 Legally required BP 4250 (redlined) CCLC Update #38</p>
<p>g. Career and Technical Programs</p> <ul style="list-style-type: none">Note: CTE Deans submitted redline recommendations. Unable to review, 1st Read in October.Moved to October meeting due to time.<ul style="list-style-type: none">October Agenda: 1st Read	<p>BP/AP 4102 (redlined) 6 Year Review</p>
2nd READ – Status Update	
<p>a. Honorary Degrees</p> <ul style="list-style-type: none">Note: Grossmont and Cuyamaca Academic Senate submitted redline recommendations.Moved to October meeting due to time.<ul style="list-style-type: none">October Agenda: 2nd Read	<p>BP/AP 4110 (redlined) 6 Year Review</p>
<p>b. Field Trip and Excursions - APPROVED 2nd Read</p> <ul style="list-style-type: none">Student Affairs reviewed with no recommended revisionsAmber sent to Mike 10-4-23 for review at DEC	<p>BP/AP 4300 (current) 6 Year Review</p>
Upcoming for Review	
<p>a. Pass/No Pass</p> <ul style="list-style-type: none">October Agenda: 1st Read	<p>AP 4232 CCLC Update #42/Addendum</p>
<p>b. Non Resident Tuition</p> <ul style="list-style-type: none">October Agenda: 1st Read	<p>BP/AP 5020 CCLC Update 42</p>
<p>c. Associated Students Elections</p> <ul style="list-style-type: none">October Agenda: 1st Read	<p>BP 5410 CCLC Update 42</p>
<p>d. Residence Determination</p> <ul style="list-style-type: none">November Agenda: 1st Read	<p>AP/BP 5015 CCLC Update 42</p>



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Agenda Item	Documents
e. Shower Facilities for Homeless Students ▶ November Agenda: 1st Read	AP/AP 5200 Past due 6 Year
E. Informational Items	
1) Reinstated BUS Summer Holds <ul style="list-style-type: none">Bri asked to add as an agenda item to inform council that in summer 2023 holds on fees resumed after being suspended during COVID	
2) Dual Enrollment - CSU and UC Priority Enrollment <ul style="list-style-type: none">Barbara shared an overview of Assembly Bill 132 regarding Dual Admission for First-Year College AdmitsStudents admitted to, but on a waiting list at CSU's or UC's who meet University requirements, can enroll in a community college to complete required units within 3 years and enroll at the UniversityThe District will need to code studentsThe colleges assigned liaisons:<ul style="list-style-type: none">CC = Bri and Counseling (7 students)GC = Sara More (12 students)Agustin Orozco shared Cuyamaca's informational PowerPoint	Cuyamaca Dual Enrollment Informational PowerPoint
3) Outstanding Enrollment Fees <ul style="list-style-type: none">Barbara reviewed the 2022-2023 Outstanding Fees document, highlighting 1.7M dollars in unpaid student fundsResearch is working on a behavioral analysis for a better understanding of these studentsThe drop for nonpayment process was suspended in fall 2023. The process need to be evaluatedTitle 5 changes have been updated to state that transcripts cannot be held due to outstanding student fees	2022-2023 Outstanding Fees
4) College Catalog - Cuyamaca <ul style="list-style-type: none">Julie Kahler shared an update and overview of the 2023-2024 Cuyamaca College Catalog, via PowerPoint	Cuyamaca 2023-2024 College Catalog PowerPoint

Next Meeting Date:

Monday, October 23rd, from 3:00 – 4:30, via [Zoom](#)