

Student and Institutional Success Council

[Charge](#)

NOTES

October 23, 2023, 3:00 pm – 4:30 pm

[Zoom](#)

Council Members

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

Meeting Objectives

1. Finalize BP/AP Process
2. Review BP/AP Process and Procedures

Agenda Item	Documents
<p>A. Welcome and Introduction 3:05 Welcome & Introductions</p> <p>New members introduced:</p> <ul style="list-style-type: none"> - Manny Lopez, ASGC President, CC - Gary Johnson, Faculty Representative, GC - Debora Chow, Instruction Dean, GC <p>Barbara shared Meeting Objectives</p>	
<p>B. BP/AP Update</p>	
<p>1) Updated BP/AP Review Policy and Procedure</p> <p>Revisions were reviewed – added V1, 7 to review, update. Wayne requested that a legend be added to the Policy and Procedure regarding reasons for review.</p> <ul style="list-style-type: none"> ▪ Amber updated the BP/AP Review Policy and Procedure <ul style="list-style-type: none"> - November Agenda = further review 	<p><u>BP/AP Review Process</u></p>
<p>2) Prepare to review up to seven (7) BP/APs each month</p>	
<p>3) Legally required or advised CCLC Updates</p>	
<p>C. REVIEW Board Policies and Administrative Procedures</p>	
<p>1) 1st READ</p>	
<p>a. Career and Technical Programs</p> <p><u>Note:</u> CTE Deans submitted redlined recommendations for September 1st Read. Unable to review.</p> <p>► 1st Read</p> <p>CTE Deans explained recommendations to BP/AP</p> <ul style="list-style-type: none"> - BP = emphasizing language of CTE Programs and moved 2nd paragraph to AP - AP = same language, emphasize Advisory Committee, program review - Changes in alignment with state and other colleges - Important to delineate bullet points - Mirrors what faculty are currently doing and codifies what is happening <ul style="list-style-type: none"> ▪ Academic Senate requested additional review. ▪ Amber sent to Pearl and Manuel, 11-7-23 <ul style="list-style-type: none"> - January Agenda = 2nd Read 	<p><u>BP/AP 4102</u> (redlined) 6 Year Review</p>

Agenda Item	Documents
<p>b. Withholding of Student Records for Nonpayment ▶ 1st Read</p> <p>Barbra shared legally required updates and importance to move forward as soon as possible, noting the below:</p> <ul style="list-style-type: none"> – Try to keep BP simple, the AP or College Catalog can delineate – We send a notice to students before sending to COTOPS (stopped collections during pandemic, may restart next year) <p>Javier asked if the withheld transcripts will be retroactive. Barbara shared that we have been compliant, we only need to update per CCLC requirements.</p> <p>Wayne discussed the suggestion of adding, “or outstanding financial obligations” at the end of the last sentence of BP5035 for further clarification. SISC approved BP/AP 5035, with the noted addition.</p> <ul style="list-style-type: none"> ▪ BP/AP 5035 approved, with the inclusion of the above ▪ Submitted to DEC 11-7-23 	<p><u>BP/AP 5035</u> CCLC Update #42 <i>Legally required</i></p>
<p>c. Institutional Code of Conduct <u>Note:</u> Update shared in September regarding the joint work of Cuyamaca IE Council and Grossmont PIE Committee. ▶ 1st Read (college revisions)</p> <p>Joan – tried to combine with 3050 (Code of Ethics), but not allowed. She highlighted additions were more concise, included positive language, collegial behaviors, and the last sentence was added due to Accreditation Standards.</p> <p>Wayne – questions regarding areas taken out –are the procedures identified somewhere else? Joan – not sure. She suggested related BP/APs reviewed as a group (3430 – Harassment and 3050 - Ethics) along with 3060. Javier – agrees with Wayne, stating that this is our institutional policy and this policy is referred to regularly.</p> <ul style="list-style-type: none"> ▪ First: Barbara to follow up with Linda Beam, reached out on 11-6-23. ▪ Second: Groups to review - Academic Senate, Classified, Admin Assoc, HRAC 	<p><u>AP 3060</u> (redlined) Technical Review with College recommendations</p>
<p>d. Graduation Requirements for Degree & Certificates <u>Note:</u> Redlined CCLC Updates of BP/AP reviewed in September. Update shared in September regarding status of college Curriculum Committee review. ▶ 1st Read (college revisions)</p> <p>Dee – Both colleges have approved, after extensive review. Some policy details will be added to college catalog. Jane – May add more info to Catalog Rights after Title 5 review later</p> <p>Barbara asked if the AP could be included the College Catalog? Dee – noted it could be moved, it fits in both. She explained that other colleges were reviewed and it was approved as BP because it's new, a local decision, and a change.</p>	<p><u>BP 4100</u> CCLC Update #33 <i>Legally required</i> <u>AP 4100</u> CCLC Update #42 <i>Legally required</i></p>

Agenda Item	Documents
<p>Barbara asked if asked, would the Senates approve AB 4100 if it was recommended that Catalog Rights section in the BP be moved to the AP. SISC members approved this as well.</p> <ul style="list-style-type: none"> ▪ BP/AP 4100 approved ▪ Submitted to DEC 11-7-23 	
<p>e. Probation, Dismissal, and Readmission <u>Update:</u> REVIEW PENDING rescheduling of Workgroup (Barbara, Pearl, Manuel, Wayne, Bri, and Courtney)</p> <ul style="list-style-type: none"> ▪ Amber sent Workgroup scheduling poll to meet in December or January <ul style="list-style-type: none"> – February Agenda: 1st Read or update 	<p>AP 4250 CCLC Update #42 and #38 <i>Legally required</i> BP 4250 CCLC Update #38 <i>Legally required</i></p>
<p>f. Attendance Accounting <u>Update:</u> REVIEW PENDING meeting with Barbara, Academic Senate, and A&R</p> <ul style="list-style-type: none"> ▪ Amber to use Workgroup scheduling poll in scheduling a meeting in December or January <ul style="list-style-type: none"> – February Agenda: 1st Read or Update 	<p>BP/AP 5070 (current) Technical Review</p>
2) 2nd Read	
<p>a. Fees <u>Note:</u> 1st Read in September, no suggested revisions.</p> <ul style="list-style-type: none"> ▪ 2nd Read <p>Barbara – wants to schedule a refund policy Wayne – suggested clarifying refund timing, that is only a year after end of class Barbara – students only have a year to claim refund. Michele – is this saying they must request? Wayne – explained students must sign up for BankMobile and request it Barbara – if a student doesn't choose method of refund, BankMobile issues check</p> <ul style="list-style-type: none"> ▪ Barbara to draft clarifying language (his/her/their = a)? <ul style="list-style-type: none"> – November Agenda: 3rd Read 	<p>AP 5030 CCLC Update #42 <i>Legally required</i></p>

Agenda Item	Documents
<p>b. Enrollment Priorities</p> <p><u>Note:</u> 1st Read in September. Requested confirmation of details of the number of student government positions that could be added to priority.</p> <p>► 2nd Read</p> <p>Wayne – noted that recent CCAP legislation talks about including CCAP students in priority registration.</p> <p>Barbara – CCAP into effect in January, and is interested as to the wording regarding programs (which we don't have)</p> <p>Marsha – we should have CCAP programs in the future and student government</p> <p>Barbara shared an update regarding the status of including student government to priority reg. She asked Sara and Lauren about how to operationalize student government in priority registration and who to include. The reply below:</p> <p>Elections happen after SU/FA registration – only applicable for Spring. Only students that serve in an official position</p> <p>Wayne – this may incentive for students to remain on ASGC Manny – it would be a great incentive for student government Marsha – recommended only Executive Board Members</p> <p>Barbara – Noted that we currently give priority to Middle College, but this is not included.</p> <ul style="list-style-type: none"> ▪ Revise AP 5055, adding the below two student groups: Student government Executive Board Members Middle college – November <ul style="list-style-type: none"> – November Agenda: 3rd Read 	<p>AP 5055 CCLC Update #42</p>
<p>c. Honorary Degrees</p> <p><u>Note:</u> Grossmont and Cuyamaca Academic Senate approve recommendations. BP/AP is optional</p> <p>► 2nd Read, recommendations from Academic Senate</p> <p>Review and brief discussion. Wayne asked how this will be implemented. Barbara said the she will follow up with A&R to look into implementation.</p> <ul style="list-style-type: none"> ▪ BP/AP 4110 approved ▪ Submitted to DEC 11-7-23 ▪ Barbara to follow up with A&R regarding implementation 	<p>BP/AP 4110 (redlined) 6 Year Review</p>
<p>d. Academic Renewal</p> <p><u>Update:</u> REVIEW PENDING</p> <p>BP/AP sent to A&R for review on 10-4-23 and an email was sent to Pearl and Manuel regarding any revisions from previous Academic Senate approval.</p> <p>NOT FOR REVIEW</p> <p>– November Agenda: 2nd Read or update</p>	<p>BP/AP 4240 (current) 6 Year Review</p>

Agenda Item	Documents
e. Multiple and Overlapping Course Enrollments <u>Update:</u> REVIEW PENDING BP/AP sent to A&R on 10-4-23 NOT FOR REVIEW – November Agenda: 2 nd Read or update	BP/AP 4226 (current) 6 Year Review
f. Course Repetition – Significant Lapse of Time <u>Update:</u> REVIEW PENDING BP/AP sent to A&R on 10-4-23 NOT FOR REVIEW – November Agenda: 2 nd Read or update	BP/AP 4228 (current) 6 Year Review
g. Independent Study <u>Update:</u> REVIEW PENDING 1 st Read completed in September. BP/AP sent to Jane and Dee on 10-4-23 for Curriculum Committee Review NOT FOR REVIEW – November Agenda: 2 nd Read or update	BP/AP 4101 (current) 6 Year Review
h. Course Adds and Drops <u>Update:</u> REVIEW PENDING 1 st Read in September. BP/AP will take additional time due to a three-step review process. BP/AP sent to Marsha, Bri, and Wayne for review, 10-4-23, to add intervention programs. Pending review: Academic Senate, A&R, and Student Services Council. NOT FOR REVIEW – November Agenda: Update	AP 5075 CCLC Update #42 <i>Legally required</i>
3) Upcoming for Review in November	
a. Pass/No Pass NOT FOR REVIEW – November Agenda: 1st Read	AP 4232 CCLC Update #42/Addendum <i>Legally advised</i>
b. Non Resident Tuition NOT FOR REVIEW – November Agenda: 1st Read	AP 5020 CCLC Update 42 BP 5020 (current)
c. Associated Students Elections NOT FOR REVIEW – November Agenda: 1st Read	BP 5410 CCLC Update 42
a. Shower Facilities for Homeless Students NOT FOR REVIEW – November Agenda: 1st Read	BP/AP 5220 Past due 6 Year
D. Informational Items	
1) Governance IEPI – Collegiality in Action Barbara shared a brief update of the Participatory Governance IEPI and the importance of attending Collegiality in Action Session on 11-31-23, from 10:00-12:30 at Grossmont College in Griffin Gate. 80% attendance is a 2023-2024 SISC Goal.	

Agenda Item	Documents
<ul style="list-style-type: none"> Amber sent meeting invite to new members (Gary, Debora, and Manny) 10-31-23 	
<p>2) Class Dates Project <i>Danya Sanchez</i></p> <p>Danya Sanchez was invited to share an updated on the Class Dates Project. She shared the Deadline Updates document that detailed updates in the below areas to comply with State regulations. An analysis of current system configuration and published class deadlines showed many of the current class deadlines are not being set up following required State regulations. Each incorrect deadline configuration will need to be updated to meet compliance for the State.</p> <ul style="list-style-type: none"> <u>Add/Drop Deadlines</u> are currently set to a fixed date and not in compliance. Short Term Class deadlines does not follow State regulations. The state requirement is that the “Census Day” is calculated at 20% of the total meeting days of a class. The Add/Drop Deadline is the business day that precedes census. The census deadline configuration for all short-term classes will be updated to calculate census based on 20% of the meeting pattern of the class. The add/drop deadline would be the day proceeding census. Note: If census calculates to fall on a holiday it is pushed to the next day. <u>Pass/NP Deadlines</u> current configuration sets multiple rules as opposed to a standard date and puts the deadline before or after the end of many short-term classes, outside of the last day of instruction. State requires the P/NP deadline to the “Last day of instruction” and will be updated accordingly. <u>Refunds</u> for short term Classes are currently set to the add/drop deadline which is the first Friday of the session, which is out of compliance. The refund deadline configuration will be set to 14 days for the Primary sections and for all short-term classes to calculate the refund at 10% of the class on short term sessions. <u>Withdrawal Deadline</u> configuration for short term classes currently not follow the State regulations which states the deadlines in 75%. The withdrawal deadline configuration for all short term classes will calculate 75% of the total days of the session. <p>Dee – this will change all of the dates. Will there be a separate publication.</p>	

Agenda Item	Documents
<p>Danya shared that the SRGD report can be run to make a document to share dates</p> <p>Faculty can click on Important Dates for course, this will be updated, but we will also have the additional document. Census date is on census roster.</p> <p>A&R would like to work with ESS regarding rollout, needs to be more robust (flex week). Include the system specialist that serve faculty. Faculty need to add to Syllabus.</p> <p>Barbara noted that we are working on communications – please send any related information.</p> <p>Pearl – Deadline Dates only for faculty, not students Grade vs withdrawal (we can't make self-service customizations)</p> <p>Pearl asked Danya to share at Senate before sending document</p> <p>Barbara inquired as to the Chairs and coordinators: GC – Bonnie Ripley CC – VPI and Miriam</p>	
<p>3) Grossmont College Catalog <i>MariaDenise Aceves</i></p> <p>Dee shared a Grossmont College Catalog presentation and noted a few items below.</p> <ul style="list-style-type: none"> • Half way through changes • Dynamic catalog is more efficient and broader audience • Added Guided Pathways information and keep A-Z index 	

Next Meeting Date:

Monday, November 27th, from 3:00 – 4:30