



GROSSMONT-CUYAMACA  
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## Student and Institutional Success Council

[Charge](#)

### NOTES

November 27, 2023, 3:00 pm – 4:30 pm

[Zoom](#)

### Council Members

Name	Title	Attendance
Agustin Albarran	Interim Vice President, Academic Affairs - GC	
Agustin Orozco	Dean, Counseling - CC	X
<b>Barbara Gallego</b>	<b>Interim Associate Vice Chancellor, Ed Support Services (Chair)</b>	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
Deborah 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	Vice President, Instruction - CC	X
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	X
Manuel Mancillas-Gomez	President, Academic Senate - CC	X
Manny Lopez	ASGC President - CC	
MariaDenise Aceves	Curriculum Committee Faculty Co-Chairs - GC	X
Marissa Salazar	Faculty Representative - CC	
Marsha Gable	Vice President, Student Services –G C	X
Martha Clavelle	Dean, Counseling Services - GC	X
Megan Smith	Classified Senate Representative - CC	
Michele Martens	Classified Senate Representative - GC	X
Pam Wright	Director, Enterprise Systems	X
Pearl Lopez	President, Academic Senate - GC	
Victoria Rodriguez	Interim Dean, Student Success & Equity - GC	X
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. BP/AP Process Updates
2. BP/AP Review and Status Updates



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Agenda Item	Documents
<b>A. Welcome and Introduction</b> Welcome at 3:05 Barbara to reach out to regarding filling the ASGC vacancy at Grossmont	
<b>B. BP/AP Updates</b>	
1) BP/AP Review Policy and Procedure – Update #2 – Revised to include requested clarification of reasons for review. <b>Reviewed and APPROVED</b>	<a href="#">BP/AP Review Process</a>
2) Limit BP/AP reviews to one hour, if 3 or more informational items, until SISC re-org separating operational items.	
3) 2023-2024 Goal = Review 34 BP/APs for compliance – 15% Complete as of October	
<b>C. REVIEW Board Policies and Administrative Procedures</b>	
1) 3 <sup>rd</sup> Read	AP 5055, V2
2) 2 <sup>nd</sup> Read	None
3) 1 <sup>st</sup> Read	AP 5040, V1 AP 4232, V1 BP/AP 5020, V1 BP 5410, V1 BP/AP 5220
4) BP/APs in Review: Updates	10
5) Upcoming BP/APs	3
<b>1) 3<sup>RD</sup> READ</b>	
<b>a. Enrollment Priorities</b> <u>Note:</u> 1 <sup>st</sup> Read in September, 2 <sup>nd</sup> Read in October <u>Action:</u> <ul style="list-style-type: none"><li>Added Student Government Executive Board Members (Group 2)</li><li>Added Middle College (Group 5). We have been giving priority to Middle College (update practice to policy)</li></ul> <b>Reviewed and APPROVED</b> <b>Sent to DEC, 11-30-23</b>	<a href="#">AP 5055 V2</a> CCLC Update #42 & 43



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Agenda Item	Documents
2) 2nd READ	
NONE	

3) 1 <sup>st</sup> Read	
<p><b>a. Student Records, Directory Information, and Privacy</b></p> <p>Barbara explained reason for Technical Review: Required for Financial Aid to move into Colleague - moving to one database (both colleges will have access to FA record). The included revision is a mandated policy, required before we can go live.</p> <p>Discussion:</p> <p>Dee: Inquired as to how language was developed</p> <ul style="list-style-type: none"><li>➤ Barbara: Researched several other dual CC (with Colleague) College Board policies to determine language.</li></ul> <p>Formatting revisions to include before sending to DEC: make the first paragraph a bullet and remove : in subtitle</p> <p><b>Reviewed and APPROVED</b></p> <p>Sent to DEC, 11-30-23 (with formatting revisions)</p>	<p><a href="#"><u>AP 5040 V1</u></a> Technical Review</p>
<p><b>b. Pass/No Pass</b></p> <p>Reviewed and assigned below review steps:</p> <ul style="list-style-type: none"><li>• Academic Senate</li><li>• Marsha/Bri (A&amp;R)</li><li>• Evaluators</li><li>• Counselors</li></ul> <p>Amber to send to Pearl and Manuel for first review.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><a href="#"><u>AP 4232, V1</u></a> CCLC Update 42/Addendum <i>Legally advised</i></p>
<p><b>c. Non Resident Tuition</b></p> <p>Reviewed and assigned the following for review:</p> <ul style="list-style-type: none"><li>• Marsha/Bri (A&amp;R)</li></ul> <p>Amber to send to Marsha and Bri.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><a href="#"><u>AP 5020, V1</u></a> CCLC Update 42 <i>Legally required</i> <a href="#"><u>BP 5020</u></a> (current)</p>
<p><b>d. Associated Students Elections</b></p> <p>Reviewed and discussed, with below suggestions.</p> <ul style="list-style-type: none"><li>➤ Language is difficult – clarify and use more sensitive language. Quarter units?</li><li>➤ Include: and any of the following (main paragraph)</li></ul>	<p><a href="#"><u>BP 5410, V1</u></a> CCLC Update 42</p>



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<p>Next steps for review:</p> <ul style="list-style-type: none"><li>• Student Affairs Sarah and Lauren (cc Marsha/Bri)</li><li>• In body of email include above input</li></ul> <p>Amber to send to Sarah and Lauren, including discussion items.</p>	
<p><b>e. Shower Facilities for Homeless Students</b></p> <p>Reviewed and discussed:</p> <ul style="list-style-type: none"><li>➤ Marsha – Ensure shower procedure is published.<ul style="list-style-type: none"><li>– Dee and Jane to review and confirm information included in college catalog.</li><li>– Amber to confirm published on websites.</li><li>– Marsha will be responsible to procedure (hours and Athletics outside during activities).</li></ul></li></ul> <p><b>Reviewed and APPROVED to move to DEC</b> (while ensuring operational items complete)</p> <p>Sent to DEC, 11-30-23.</p> <p>January Agenda: Confirm operational items complete</p>	<p><a href="#">BP/AP 5220</a> (current) 6-Year Review</p>
<b>4) BP/APs in Review: PENDING</b>	
<p><b>a. Career and Technical Programs</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in October</p> <p>Next Steps: Academic Senate requested review</p> <p><b>Update:</b> Sent to Pearl and Manual 11-7-23.</p> <p>NO UPDATES from SENATE</p> <p>January Agenda: Update or 2<sup>nd</sup> Read</p>	<p><a href="#">BP/AP 4102, V1</a> 6-Year Review</p>
<p><b>b. Institutional Code of Conduct</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in April, 2<sup>nd</sup> 1<sup>st</sup> Read in October assigned the below for review.</p> <ul style="list-style-type: none"><li>• Linda Beam</li><li>• Academic Senate</li><li>• Classified</li><li>• Admin Association</li><li>• HRAC</li></ul> <p><b>Update:</b> Reached out and working with Linda.</p> <p>January Agenda: Barbara to update</p>	<p><a href="#">AP 3060, V1</a> Technical Review with College recommendations</p>



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<p><b>c. Probation, Dismissal, and Readmission</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in April, delayed A&amp;R review due to staffing. 2<sup>nd</sup> 1<sup>st</sup> Read in September.</p> <p><b>Update:</b> Workgroup scheduled 12-8-23.</p> <p>February Agenda: 2<sup>nd</sup> Read or update in February</p> <p>Amber sent meeting invite to Marsha.</p>	<p><b><u>AP 4250, V1</u></b> CCLC Update #42 and #38 <i>Legally required</i> <b><u>BP 4250, V1</u></b> CCLC Update #38 <i>Legally required</i></p>
<p><b>d. Attendance Accounting</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in April, delayed A&amp;R review due to staffing. 2<sup>nd</sup> 1<sup>st</sup> Read in September.</p> <p>Next Steps: Schedule meeting with Barbara, Academic Senate, and A&amp;R</p> <p><b>Update:</b> Workgroup scheduled 1-16-24.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><b><u>BP/AP 5070</u></b>, (current) Technical Review</p>
<p><b>e. Academic Renewal</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in in April, delayed A&amp;R review due to staffing. 2<sup>nd</sup> 1<sup>st</sup> Read in September.</p> <p>Next Steps: A&amp;R to review and Pearl and Manuel to determine if previous changes were made.</p> <p><b>Update:</b> Sent to A&amp;R and email to Pearl and Manuel on 10-4-23. No revisions.</p> <p>Next steps of review:</p> <ul style="list-style-type: none"><li>• Counseling (Gary, Agustin Orozco, My-Linh)</li><li>• Academic Senate,</li><li>• Marsha and Bri</li></ul> <p>Amber to send to Counseling.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><b><u>BP/AP 4240</u></b> (current) 6-Year Review</p>
<p><b>f. Multiple and Overlapping Course Enrollments</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in May, 2<sup>nd</sup> 1<sup>st</sup> Read in September.</p> <p>Next Steps: A&amp;R to review.</p> <p><b>Update:</b> Sent to A&amp;R on 10-4-23. Marsha and Bri to be Point of Contact for A&amp;R</p> <p>Amber to send to Marsha and Bri.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><b><u>BP/AP 4226</u></b> (current) 6-Year Review</p>



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<p><b>g. Course Repetition – Significant Lapse of Time</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in May, delayed A&amp;R review due to staffing. 2<sup>nd</sup> 1<sup>st</sup> Read in September.</p> <p>Next Steps: A&amp;R to review.</p> <p>Update: Sent to A&amp;R on 10-4-23. Marsha and Bri to be Point of Contact for A&amp;R. Next steps for review.</p> <ul style="list-style-type: none"><li>• Marsha and Bri, Pearl, and Manuel</li></ul> <p>Amber to send to Marsha, Bri, Pearl, and Manuel.</p> <p>February Agenda: Update or 2<sup>nd</sup> Read</p>	<p><a href="#">BP/AP 4228</a> (current) 6-Year Review</p>
<p><b>h. Independent Study</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in September.</p> <p>Next Steps: Curriculum Committee to review.</p> <p><b>Update:</b> Sent to Jane and Dee on 10-4-23. Review in progress, both committees began review in November and anticipate a final update in January.</p> <ul style="list-style-type: none"><li>➤ Wayne note that any changes impact A&amp;R.<ul style="list-style-type: none"><li>– Dee and Jane said that the 1<sup>st</sup> review did not include changes.</li></ul></li></ul> <p>January Agenda: Update or 2<sup>nd</sup> Read</p>	<p><a href="#">BP/AP 4101</a> (current) 6-Year Review</p>
<p><b>i. Course Adds and Drops</b></p> <p><u>Note:</u> 1<sup>st</sup> Read in September.</p> <p>Review Steps:</p> <ul style="list-style-type: none"><li>• A&amp;R</li><li>• Academic Senate</li><li>• Student Services Council. BP/AP will take additional time due to a three-step</li></ul> <p><b>Update:</b> Sent to Marsha, Bri, and Wayne for review, 10-4-23, to add intervention programs. Counseling Chairs and VPs met and shared feedback.</p> <ul style="list-style-type: none"><li>➤ Bri reminded SISC that we do not currently have an intervention program in place. The review will take time.</li></ul> <p>February Agenda: Update</p>	<p><a href="#">AP 5075, V1</a> CCLC Update #42 <i>Legally required</i></p>



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<p><b>j. Fees</b></p> <p><u>Note:</u> 1st Read in September, 2<sup>nd</sup> Read in October.</p> <p>Next Steps: Barbara and Wayne to draft clarifying language</p> <p><b>Update:</b> Barbara and Wayne met and drafted language, pending addition to AP.</p> <p>Barbara to add revised language to AP.</p> <p>January Agenda: 3<sup>rd</sup> Read in January</p>	<p><a href="#">AP 5030 V1</a> CCLC Update #42 <i>Legally required</i></p>
<b>5) Upcoming</b>	
<p><b>a. Auditing and Auditing Fees</b></p>	<p><a href="#">BP/AP 4070</a> 6-Year Review</p>
<p><b>b. Articulation</b></p>	<p><a href="#">BP/AP 4050</a> 6-Year Review</p>
<p><b>c. Delineation of Function Agreements</b></p>	<p><a href="#">BP/AP 4060</a> 6-Year Review</p>
<b>D. Informational &amp; Operational Items</b>	
<p>1) Governance IEPI – Collegiality in Action Session Update: Barbara: Session held on 10/31. Survey forthcoming. We anticipate more session. 3<sup>rd</sup> Visit with Chairs tomorrow, will report update.</p> <p>2023-2024 SISC Goal = 80% of SISC members to attend     ▶ 75% of SISC members attended.</p>	
<p>2) 2025-2026 Academic Calendar Draft</p> <p>Barbara shared that the 2025-2026 Academic Calendar was approved at calendar committee in October. She reviewed the Calendar Detail and Calendar.</p> <p>Discussion:</p> <ul style="list-style-type: none"><li>➤ Pearl: Senate will need to review before moving to DEC.</li><li>➤ Barbara: Asked to remove operational deadlines to the Academic Calendar submitted to the Board, so operational changes do not have to go back to the Board before moving forward. Ex: “Last day to” items, Commencement, etc. Barbara explained current version would be published and used. Board version would be streamlined.<ul style="list-style-type: none"><li>– Wayne: Agreed. Suggested clarifying what items need to go to the Board and remove the rest.</li><li>– Pearl: Faculty rely on these documents</li><li>– Marsha: Board may want to know these deadlines and potential impact of student issues</li><li>– Deborah: Suggested an asterisk of things that do not need board approval.</li><li>– Dee: There should be notice of any changes</li></ul></li></ul>	<p><a href="#">2025-2026 Calendar</a> <a href="#">2025-2026 Calendar Detail</a></p>



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<p>2025-2026 Academic Calendar will continue at January meeting.</p> <p>January Agenda: 2025-2026 Academic Calendar and Detail</p>	
<p>3) Priority Registration <i>Martha Clavelle</i></p>	
<p>a. Process: Parent scholars to receive priority registration Martha explained with AB2811 Grossmont is providing a more holistic services. How can we support this?</p> <p>Discussion:</p> <ul style="list-style-type: none"><li>➤ Barbara – We are one of a few colleges to implement a process by the deadline. The following is in place. Eligibility is annually, she noted it comes down to communication.<ul style="list-style-type: none"><li>– Form students can complete</li><li>– Webpages for student scholars at both colleges</li><li>– Ability to apply for priority registration (Ed Services responsible to update form and link on website)</li></ul></li></ul> <p>With Financial Aid implementation, we hope to pull information. Updates will require students to answer questions.</p> <ul style="list-style-type: none"><li>➤ Martha: Will look at gaps and supports, and what can we do differently (host focus groups, etc.)<ul style="list-style-type: none"><li>– Barbara asked if Martha could share the student information</li></ul></li><li>➤ Agustin: CARE, Martha: New Horizons</li></ul> <p>Next Steps:</p> <ul style="list-style-type: none"><li>• Barbara to provide a more definitive timeline as to when form is available.</li><li>• <u>UPDATE: Form will be available in January.</u></li><li>• Website designed by college, Marsha will let Deanna Thompson know.</li></ul>	
<p>4) Student travel per diem meal allotment <i>Martha Clavelle &amp; Bri Hays</i></p> <p>Bri: Shared that there has been recent attention on the low student travel per diem (about \$25). Students are not attending travel opportunities as this is not adequate to provide meals with the cost of inflation.</p> <p>Suggestion: Increase student per diem close to staff per diem of \$55.</p> <p>Barbara to send recommendation to DEC to increase to \$55. Marsha to share further detail to support request.</p>	



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<p>5) Student Health Fees and Budget Impact <i>Marsha Gable</i></p> <p>Marsha: Shared the negative impact of low student health fee to the student health budget as they are fully reliant on the fees.</p> <ul style="list-style-type: none"><li>➤ Currently \$20 FA/SP and \$17 in SP</li><li>➤ Fees have remained the same over last 5 years</li><li>➤ Department of Finance: \$26 FA/SP and \$22 SU.</li><li>➤ Requested looking into the data of students receiving CCPG where fees are waived. What is the impact of the waiver?</li></ul> <p>Pearl: Not that we are waiving parking permit fees to help reduce student costs. It may not be the time to increase fees.</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"><li>• Marsha to share further details to support request</li><li>• Barbara to send proposal to committee via email</li><li>• SISC will vote in January.</li></ul> <p>January Agenda: Student Health Fees and Budget Impact Vote</p>	
<p>6) AB928 Associate Degree to Transfer Placement – Requirement Taskforce</p> <p>Barbara: Started conversations with VP on how to address the system impacts AB928 (Example: coding student Ed Plans). ESS had started a draft write up as a starting point. Need an operational district task force, district task force.</p> <p><b>Barbara will send follow up email to share document and schedule meeting.</b></p> <ul style="list-style-type: none"><li>- Counseling - Chairs</li><li>- Articulation Officers</li><li>- Courtney</li><li>- Transfer Center Directors</li><li>-</li></ul>	

**Next Meeting Date:**

**Monday, January 22<sup>nd</sup>, from 3:00 – 4:30, via Zoom**