



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Student and Institutional Success Council

[Charge](#)

NOTES

September 23, 2024, 3:00 pm – 4:30 pm

[Zoom](#)

Council Members

Name	Title	Attendance
Agustin Albarran	Interim Vice President, Academic Affairs - GC	<input type="checkbox"/>
Agustin Orozco	Dean, Counseling - CC	<input type="checkbox"/>
Amber Toland Perry	Classified Senate, CC	<input checked="" type="checkbox"/>
Barbara Gallego	Vice Chancellor, Ed Support Services (Chair)	<input checked="" type="checkbox"/>
Brianna Hayes	Sr. Dean, Institutional Effectiveness, Success & Equity - CC	<input checked="" type="checkbox"/>
Courtney Willis	Assoc. Dean, Student Services & SSSP - GC	<input type="checkbox"/>
Cynthia Nagura	Director, Community & Workforce Partnerships	<input checked="" type="checkbox"/>
Dave Dillon	Faculty Representative - GC	<input checked="" type="checkbox"/>
Deborah Chow	Instructional Dean - GC	<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 type="checkbox"/>
Joan Ahrens	Int. Sr. Dean, College Planning & Institutional Effectiveness - GC	<input type="checkbox"/>
Jonathan Wesley	Interim Dean, Student Success & Equity - CC	<input checked="" type="checkbox"/>
Karen Marujo	Academic Senate President - CC	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Assoc. Vice Chancellor, Technology	<input checked="" type="checkbox"/>
Lauren Halsted	Instructional Dean - CC	<input checked="" type="checkbox"/>
Manny Lopez	ASGC President - CC	<input type="checkbox"/>
MariaDenise Aceves	Curriculum Committee Faculty Co-Chairs - GC	<input checked="" type="checkbox"/>
Marissa Salazar	Faculty Representative - CC	<input type="checkbox"/>
Martha Clavelle	Dean, Counseling Services - GC	<input checked="" type="checkbox"/>
Michele Martens	Classified Senate Representative - GC	<input checked="" type="checkbox"/>
Pam Wright	Director, Enterprise Systems	<input checked="" type="checkbox"/>
Perla Lopez	President, Academic Senate - GC	<input type="checkbox"/>
Sharon Sampson	Faculty Representative - GC	<input type="checkbox"/>
Tashaurie Rogers	Director, Admission & Records, Cuyamaca College	<input checked="" type="checkbox"/>
Taylor Fiehler	Temporary Classified Senate Representative - CC	<input type="checkbox"/>
Victoria Marron	Vice President, Student Services - CC	<input checked="" type="checkbox"/>
Victoria Rodriguez	Interim Dean, Student Success & Equity - GC	<input type="checkbox"/>
Wayne Branker	Admin Association Representative	<input type="checkbox"/>
Vacant	Rep, Associated Student Government - GC	<input type="checkbox"/>
Vacant	Dean, Admissions & Records and Financial Aid - GC	<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. Understand updates to SISC and next steps
2. Review 2024-2025 Outstanding BPs & APs and review process
3. Review versions of the new Council, Group, and Task Force



Agenda Item	Documents																								
A. Welcome and Introduction																									
1) SISC update Barbara welcomed the group to the first meeting of the 2024 academic year, introducing the new members and outlining the agenda.																									
2) Outstanding BP/APs Barbara shared the upcoming changes to the review of BPs (Governance) and AP's (Operational implementation) through the restructuring of SISC. The Educational Support Services Council (ESSC) will review BPs, and Operational Groups (Student Services and Instructional) will review APs. Barbara reviewed the BP/APs that are past due for a 6-Year review and asked the group to prioritize the policies. The following suggestions were made: Jane - Work Experience, Tashaurie - Credit for Prior Learning, and Dee had previously sent a list via email.	<div><p>2024-2025 BP Review Status</p><table border="1"><thead><tr><th>Category</th><th>Count</th></tr></thead><tbody><tr><td>Current</td><td>50</td></tr><tr><td>6-Year Review Due</td><td>18</td></tr><tr><td>Current - CCLC Updates Due</td><td>10</td></tr><tr><td>Reference Only Revisions</td><td>2</td></tr><tr><td>On Hold</td><td>1</td></tr></tbody></table></div> <div><p>2024-2025 AP Review Status</p><table border="1"><thead><tr><th>Category</th><th>Count</th></tr></thead><tbody><tr><td>Current</td><td>43</td></tr><tr><td>6-Year Review Due</td><td>18</td></tr><tr><td>Current - CCLC Updates Due</td><td>15</td></tr><tr><td>Reference Only Revisions</td><td>3</td></tr><tr><td>On Hold</td><td>2</td></tr></tbody></table></div>	Category	Count	Current	50	6-Year Review Due	18	Current - CCLC Updates Due	10	Reference Only Revisions	2	On Hold	1	Category	Count	Current	43	6-Year Review Due	18	Current - CCLC Updates Due	15	Reference Only Revisions	3	On Hold	2
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B. Information																									
1) Governance Summit Over 50 attended the annual Summit and participated in great discussions regarding preliminary suggested language. <i>Summit Survey results.</i>																									
2) Governance Handbook The next step is finalizing the Participatory Governance Handbook (aiming for November). The draft Handbook "Version I" will be shared with the constituents for review and feedback.																									



Agenda Item	Documents
<p>3) Ed Support Services Council (ESSC) – Final</p> <p>The ESSC charge and composition has been reviewed in the May SISC meeting and with the Academic Senate Presidents. The final draft was shared and discussed, with an emphasis on the composition.</p> <p>It was determined that there was need for further input from constituents before finalizing the ESSC charge and composition.</p> <p>On 9-23-24, Barbara sent the ESSC charge and composition to the Academics Senate Presidents to share as an informational item and to Classified Senate Presidents on 10-2-24.</p>	<p><u>Educational Support Services Council charge & Composition</u></p>
<p>4) Student Services Operational Group (SSOG) – Draft</p> <p>Barbara discussed the reporting structure for operational groups, emphasizing they report to the administrator accountable for their work, not councils. She noted that SSOG reviews and develops administrative procedures and standard operating practices in the student services area. SSOG provides operational and procedural guidance for issues impacting students Districtwide. The importance of operationalizing policies and procedures was emphasized, with a particular focus on the AB 91 policy</p> <p>The charge and composition of SSOG was outlined, with standing members and flexibility to include subject matter experts as needed. The goal of incorporating subject matter experts is to keep the group small for efficiency purposes and to provide strategic representation based on topics.</p> <p>Discussion was held with many suggestions to add to the composition, which would greatly increase the group. Barbara will discuss these with the VPs. The workload of committee members and the need for clear responsibilities were also discussed, along with the sharing information with faculty.</p> <p>It was determined that there was need for further input from constituents before finalizing the ESSC charge and composition. On 9-23-24, Barbara sent the SSOG charge and composition to the Academics Senate Presidents to share as an informational item.</p>	<p><u>Student Services Operational Group Charge & Composition</u></p>
<p>5) Instructional Operations Task Force – Draft</p> <p>Barbara has been working with the VPs and Senates in developing the charge and composition of a temporary task force, which the purpose of assisting in the development of the Instructional Operations Group.</p> <p>The charge and composition of the Instructional Operations Task Force was review and discussed, with suggestions for including representatives from instructional operations from each campus</p> <p>It was determined that there was need for further input from constituents before finalizing the ESSC charge and composition.</p> <p>On 9-23-24, Barbara sent the Instructional Operations Task Force charge and composition to the Academics Senate Presidents to share as an informational item.</p>	<p><u>Instructional Operations Task Force Charge & Composition</u></p>



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Agenda Item	Documents
C. REVIEW Board Policies and Administrative Procedures	
1) BPs – 1st Read	
1) BP 5410: Associated Student Elections Update: Submitted to DEC, Cabinet returned with the following response: DSPS was not defined and clarity on what the “exceptions” are when one of the circumstances is found to be true. Considered a 1 st Read (AP 5410 for reference)	BP 5410, V3 Update #42
2) BP 4020: Program, Curriculum, and Course Development Update: Reference revision.	BP 4020, V1 Update #44 <i>Legally Required</i>
D. Informational Items	
1) New Accessibility requirements from Justice Department <p>Dawn Heuft share the Accessibility PPT outlining the legal required standards published by the Department of Justice in April 2024. The PPT shared useful guidance for compliance within 2 years and links to the Web Content Accessibility Guidelines and Fact Sheet.</p> <p>Dawn emphasized the importance of accessibility in higher education and the need for resources to address the heavy lift of making existing content accessible.</p> <p>Perla raised the issue of faculty training, suggesting that the faculty union could play a role in supporting and encouraging faculty to undergo training. Kerry confirmed that the issue was discussed in May and that the Project Management Office is aware of it. Barbara suggested the need to discuss district resources and the possibility of using the State Chancellor's office for web accessibility document training.</p>	Accessibility: New Rule PPT Web Content Accessibility Guidelines Accessibility Fact Sheet
2) Colleague Refresh <p>Kerry shared the Colleague Refresh PPT regarding the project, which has been in progress for about a year and a half, aiming to transition from an outdated database to a more modern SQL database.</p> <p>Kerry discussed the need to take the system down for five days to finalize the implementation and move to a modern database. She outlined the proposed timeline, from March 28th to April 7th, and the challenges of handling grades during this period. Kerry also mentioned the need for input from various groups to identify potential issues and solutions.</p> <p>Kerry clarified that the system couldn't be taken down during the winter break due to the contract with Ellucian and the need to be ready by March 31st.</p>	Colleague Refresh PPT
E. Informational Operational Items - APs	



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Agenda Item	Documents
<p>1) AP 5021: Non-residents CA/Mexico Border Update: BP reviewed and approved in May, sent to DEC, to Considered a 1st Read (BP 5021 for reference). Track changes are additions added to the Region 10 policy.</p> <p>Barbara shared the final AP, noting the need to operationalize as we are ready to admit students for SP25. It was agreed to move to DEC. AP 5021 V1 was submitted to DEC 10-1-24.</p>	<p>AP 5021 V1 <i>Legally Required</i></p>
<p>2) AP 4020: Program, Curriculum and Course Development</p>	<p>AP 4020 Update #42, 43, 44 <i>Legally Required</i></p>

Next Meeting Date:
Monday, October 28th, 3:00-4:30



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