**SAN DIEGO**
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

# Educational Services Division Handbook

## 2025-2026

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The Educational Services Division (ESD) at the San Diego Community College District (SDCCD) supports the four colleges, San Diego City College, San Diego Mesa College, San Diego Miramar College, and the San Diego College of Continuing Education, in advancing instructional and student support practices to maximize student access, learning, and success. The division facilitates districtwide educational planning, including student services and instructional programs across the colleges. ESD's commitment lies in breaking down barriers to student success through collaboration with faculty, staff, and students.

The division fosters alignment, provides clear communication, ensures compliance, and supports quality instruction, student support, retention, and completion. With a focus on student success and well-being, the division aims to strengthen community collaborations, remove barriers for all students, enhance marketing efforts, and provide additional support services for students' social, emotional, and financial needs.

In pursuit of academic excellence, the Educational Services Division focuses on streamlining curriculum development processes, supporting faculty in developing certificates and degrees, and implementing legislative requirements to ensure compliance. The division also actively engages in workforce development by partnering with regional businesses, increasing employment rates for Career Technical Education (CTE) participants, and supporting the development of apprenticeship programs. Lastly, the department prioritizes financial health by maximizing access to enrollment and ensuring equitable student success amid economic uncertainty.

## DEPARTMENT TEAM & CONTACT INFO
District Office | Room 125 | 619-388-6965

Susan Topham, Ed.D., Vice Chancellor
stopham@sdccd.edu

Jessica Lee, Executive Assistant to the Vice Chancellor
jelee@sdccd.edu

Jovineth Vergara-Abbott, Administrative Technician
jvergara@sdccd.edu

Student Services Analysts
Margarita Murray
mmurray@sdccd.edu

Megan Soto
msoto@sdccd.edu

David Spence
dspence@sdccd.edu
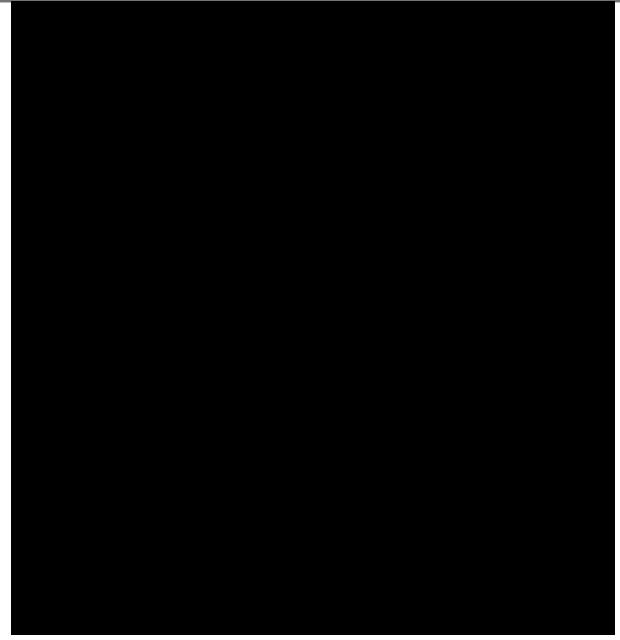
# Organizational Chart

District Educational Services

# Educational Services Division Organizational Chart

- Vice Chancellor – Susan Topham, Ed.D.
    - Executive Assistant – Jessica Lee
        - Administrative Technician – Jovineth Vergara-Abbott
    - Student Systems Analyst – Margarita Murray
    - Student Systems Analyst – Megan Soto
    - Student Systems Analyst – David Spence

    - Dean of Career Education and Workforce Development – Amertah Perman
        - Administrative Assistant IV – Chantaya Robinson
        - Administrative Technician – Noah Lacsina
        - Program Support Technician – Cloris Johnson
        - Districtwide Childcare Compliance Official – No'elani Acosta
        - Program Activity Manager – Edward Matthews, Ph.D.
        - Special Project Manager I – Qingai "Sunny" Xu

    - Dean of Equity and Special Funded Programs – Lillian Garcia
        - Administrative Assistant IV – Carol Hilliard
        - Program Activity Manager – Jessica Dolfo

    - Dean of Instructional Services – Shelly Hess, Ed.D.
        - Administrative Assistant IV – Alexa Reyes-Avila
        - Administrative Technician – Kita Barrientos
        - Systems Support Analyst – Desiree Payne
        - Curriculum Analyst – Erica Marrone
            - Curriculum Technician – Dusan Galic
            - Curriculum Technician – Michelle Radley
            - Curriculum Technician – Vacant, in recruitment
        - Evaluator – Evelyn Escalante
        - Evaluator – Jamie Hammond
        - Evaluator – Rose Marine
        - Evaluator – Edwin "Tali" McLemore
        - Evaluator – Christina Monaco
        - Evaluator – Sasha Moore
        - Evaluator – Alejandro Orozco
        - Evaluator – Hilda Osuna
        - Evaluator – Meilani Peleti
        - Evaluator – Carmen Scott
        - Evaluator – Mary "Maggie" Stone

    - Dean of Online and Distributed Learning – Brian Weston
        - Administrative Assistant IV – Mary Kingsley
        - Instructional Design Supervisor – Liesl Boswell
        - Instructional Design Coordinator – Christopher Rodgers
        - Instructional Design Coordinator – Madeline Button

- Dean of Outreach and Student Affairs – Andrew "Luke" Menchaca
  - Administrative Technician – Michelle Johnson
  - Program Support Technician – Kehila Moreno

- Dean of Student Services – Victor DeVore
  - Business Systems Analyst – Daniel Borbon
  - Business Systems Analyst – Brandon Hawley
  - Business Systems Analyst – Pamela McLemore
  - Business Systems Analyst – Eli Manalastas
  - Business Systems Analyst – Amy Meyers
  - Business Systems Analyst – Anthony Novak
  - Business Systems Analyst – Lilibeth Rodriguez
  - Business Systems Analyst – Natosha Susoeff
  - Business Systems Analyst – Daniel Velazquez
  - Student Systems Support Technician – Ryan Barsotti
  - Student Systems Support Technician – Gity Nematollahi
  - Student Systems Support Technician – Ingrid Trovao
  - Student Services Supervisor II – Marina Jordan
    - Pre-requisite Evaluator – Regina Blas
    - Pre-requisite Evaluator – Saeng Mingsing
    - Pre-requisite Evaluator – Kathy Sphabmixay
    - Pre-requisite Evaluator – Glen Young
    - Pre-requisite Evaluator – Vacant, in recruitment
    - Senior Student Services Assistant – Alissa Pulmano
    - Senior Student Services Assistant – Cassandra Onstad
    - Student Services Technician – Krystal Alvarado
    - Student Services Technician – Raymond Arellano
    - Student Services Technician – Emilio Nunez
    - Student Services Technician – Joshua Quiroz

- Dean of Wellness, Safety, and Disability Services and Programs – Poppy Fitch
  - Program Support Technician – Maureen Flores
  - Accessibility and DSPS Systems Manager – Devika Chhabra
  - Interpreting Services Office Supervisor – Daniel Nakaji
    - Lead Interpreter Technician – Jesse Jones, III
  - Career Services Program Faculty Coordinator – Shawn Fiala
  - Career Services Adjunct Counselor – Natacia Cordle
  - Career Services Adjunct Counselor – Militza Jimenez
  - Career Services Adjunct Counselor – Melissa Pacheco
  - Career Services Adjunct Counselor – Julia Vollet
  - Career Services DSPS Counselor – Therese Ruffner
  - College2Career Faculty Coordinator – Rachel C. Martinez
  - College2Career Adjunct Counselor – Philip Glanville
  - College2Career Adjunct Counselor – Katrina Larsen
  - College2Career Adjunct Counselor – Vacant

- Strong Workforce Adjunct Counselor – Leticia Vavasour
- Workability III Faculty Coordinator – Jamila DeCarli
- Workability III Vocational Specialist – Stephanie Baldueza
- Workability III Vocational Specialist – Caleigh Burgess
- Workability III Vocational Specialist – Lisa Hurley
- Workability III Vocational Specialist – Jeffrey Logan
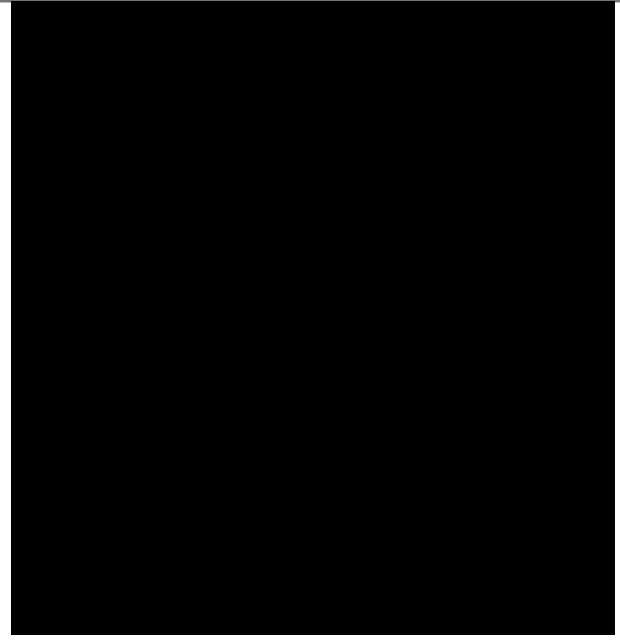
# Departments At-A-Glance

District Educational Services

The Career Education and Workforce Development (CEWD) department provides districtwide coordination, support, and guidance for equitable student access, retention, and success within career-designated Career Education leads and Career Services teams at City College, Mesa College, Miramar College, and the College of Continuing Education to advance the economic well-being of SDCCD students and to meet local and regional workforce needs.

Additionally, the CEWD department's role in supporting the state contract compliance for SDCCD's three Child Development and Learning Laboratory Centers contributes to SDCCD's efforts to remove barriers to education and work.

## Mission

In an effort to bring clarity and transparency to processes and practices districtwide, the Career Education and Workforce Development department strives to be a trusted resource for leadership, information, and support. We work to align resources and empower our four colleges, employers, and community partners to work together for student success.

We take an inclusive leadership approach and are committed to leading with equity, alignment, and collaboration, communication and knowledge sharing, compliance and quality, flexibility, reflection, and evaluation.

## Districtwide Committees & Workgroups

- Apprenticeship Program Management
- Career Education Leadership
- Career Education Grant Management
- Career Events Planning & Collaboration
- Career Services & Employment
- Child Development Learning Lab Compliance
- Directed Clinical Practice Program Management
- Handshake Implementation
- Work-Based Learning
- Work Experience
- Workforce Systems, Data, & Reporting

## Resources

- Districtwide Career Services Commitments
- CTE Faculty Professional Development
- CTE Advisory Committee Guidance
- Workforce Resources
- Apprenticeship Guidance
- Work-Based Learning Resources
- Work Experience Guidance
- Perkins Grant Guidance
- Strong Workforce Program Guidance
- Child Development Centers
- Districtwide Job Board: Handshake

### DEPARTMENT TEAM & CONTACT INFO
District Office | Room 125 | 619-388-6963

Amertah E. Perman, Dean
aperman@sdccd.edu

Chantaya Robinson
Administrative Assistant crobinso@sdccd.edu

No'elani Acosta, Districtwide Childcare
Compliance Official nacosta@sdccd.edu

Cloris Johnson, CTE Transitions Program
Support Technician cljohnson@sdccd.edu

Noah Lacsina, Career Services
Administrative Technician nlacsina@sdccd.edu

Edward Matthews, Career Education
Program Manager ematthews@sdccd.edu

Qingai "Sunny" Xu
Workforce Systems Manager qxu@sdccd.edu
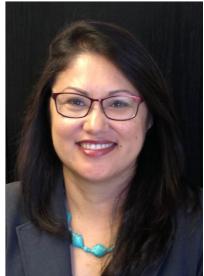
The Equity and Special Funded Programs department provides support and coordination across San Diego City, Mesa, Miramar, and Continuing Education colleges and the broader San Diego community to advance exemplary educational practices that maximize student access, learning, and success through equity, inclusion, and social justice.

The Dean communicates with District and college administrators, faculty, students, government agencies, and others to resolve issues, interpret and explain policies, provide technical expertise, and facilitate required reporting. The Dean, supported by an Administrative Assistant IV, offers day-to-day department administration, budgetary oversight, and policy support to the College's administration and leadership.

The Dean oversees a Program Activity Manager who supports the Preparing Accomplished Transfers to the Humanities (PATH) Program, a collaborative transfer support program between the San Diego Community College District and the University of California, San Diego Division of Arts and Humanities. PATH guides transfer students from City, Mesa, and Miramar Colleges into arts and humanities majors at UC San Diego. A generous 3-year Andrew W. Mellon Foundation grant funds the PATH Program.

## Areas of Focus

- Basic Needs
- Black Student Success
- Categorical Funds
- Districtwide Engagement in Special Initiatives
- Former Foster Youth
- International Education and Study Abroad Programs
- LGBTQ+ Pride Centers
- PATH Program
- Student Equity and Advancement
- Undocumented Student Support Program
- Veterans Services

### DEPARTMENT TEAM & CONTACT INFO
District Office | Room 275 | 619-388-6876

Lillian Garcia, Dean
Lgarcia002@sdccd.edu

Carol Hilliard, Administrative Assistant IV
chilliard@sdccd.edu

Jessica Dolfo, Program Activity Manager
PATH Program
jdolfo@sdccd.edu

## Resources

Equity | San Diego Community College District

PATH Program | San Diego Community College District

Instructional Services comprises two district areas – Curriculum and Evaluations. The Curriculum Team provides support, training, and current relevant information related to the timely processing of degrees, certificates, and courses (curriculum), details and legal aspects related to the transfer to four-year colleges and universities (articulation), college catalogs, timelines, and calendars to college faculty, staff, and administrators. The Evaluations Team is critical in analyzing and evaluating student records and transcripts for graduation, transfer, and certification. They provide vital technical assistance to students, staff, and administrators, and process forms that affect student academic records.

## DEPARTMENT TEAM & CONTACT INFO

District Office | Room 116/130/140 | 619-388-6963 (Curriculum) | 619-388-6615 (Evaluations)
currIqunet Help Desk: 619-388-6502

Shelly Hess, Ed.D., Dean, shess@sdccd.edu
Alexa Reyes-Avila, Administrative Assistant IV, areyesavila@sdccd.edu
Kita Barrientos, Administrative Technician, kbarrientos@sdccd.edu

| Analysts | Curriculum Technician |
|---|---|
| Erica Marrone, Curriculum, emarrone@sdccd.edu | Dusan Galic, dgalic@sdccd.edu |
| Desiree Payne, Systems Support, dpayne@sdccd.edu | Michelle Radley, mradley@sdccd.edu |
| | VACANT |

### Evaluators - evaluators@sdccd.edu

| | |
|---|---|
| Evelyn Escalante-Ruiz, eescalante001@sdccd.edu | Alex Orozco, aorozco@sdccd.edu |
| Jamie Hammond, jhammond@sdccd.edu | Hilda Osuna, hosuna@sdccd.edu |
| Rose Marine, rmarine@sdccd.edu | Meilani Peleti, mpeleti@sdccd.edu |
| Edwin "Tali" McLemore, emclemor@sdccd.edu | Carmen Scott, cscott@sdccd.edu |
| Christina Monaco, cmonaco@sdccd.edu | Mary "Maggie" Stone, mstone@sdccd.edu |
| Sasha Moore, smoore002@sdccd.edu | |

## Mission

Instructional Services is committed to providing leadership, resources, exceptional service, and quality support to SDCCD and its community to provide students with the highest quality educational opportunities; an emphasis towards academic records processes; and accuracy, integrity, and privacy of student records with federal and state regulations.

## Vision

Our vision is to be recognized as a model for the most student-centric and environmentally sustainable department, where students can access reliable, effective, and efficient support via an accessible paperless system.

## Resources

- currIqunet Evaluations

- Evaluations Business Process Manual

- Instructional Services Website

Online & Distributed Learning's goal is to provide the best support and assistance for our students and faculty as they explore the world of online education. We provide faculty with the assistance to be successful in preparing and teaching online, online live, partially online, HyFlex, and web-enhanced on-ground courses. In addition, we provide orientations for new online students, resources, and 24/7 support to complete their online course successfully.

## Mission

The mission of SDOLP is to provide support for distance education faculty and students through resources and support to access and complete their educational goals through high-quality distance education courses across the district:

- To provide high-quality instructional services to our teaching-learning community - the faculty, staff, and students of City, Mesa, Miramar, and the College of Continuing Education.
- To foster instructional leadership in adopting best practices for using technology to promote educational effectiveness.
- To promote quality innovative approaches to teaching and learning via technology-mediated instruction.

## Vision

Online & Distributed Learning strives to create an inclusive, accessible, and innovative learning environment where every student can achieve their full potential, and every faculty member is equipped with the tools and support they need to excel in online teaching. We envision a future where the boundaries of traditional education are redefined, and quality education is available to all, regardless of geographical location or personal circumstances.

### DEPARTMENT TEAM & CONTACT INFO

City College | MS Bldg., PS-200-100 | 619-388-3810

Brian Weston, Dean bweston@sdccd.edu

Mary Kingsley, Administrative Assistant IV
mkingsle@sdccd.edu

Liesl Boswell, Instructional Design Supervisor
lboswell@sdccd.edu

Christopher Rodgers, Instructional Design Coordinator
crodgers@sdccd.edu

Madeline Button, Instructional Design Coordinator
mbutton@sdccd.edu

## Resources

- Canvas
- Online Student Readiness
- DE Handbook
- DE Toolkit

The **Online Faculty Certification Program** is for faculty who teach online or are interested in teaching online. It is designed to take 20 hours to complete. Visit the Online Faculty Certification Program page for course outlines, flex numbers, and how to enroll.

**SDCCD's Online Learning Pathways webinars** help faculty learn how to use Zoom, Canvas, and more for online learning. You can find the Schedule here and join any of the sessions by following the links on the page. These sessions will be recorded and captioned; you can find them here: SDCCD and CVC-OER.

**The Online Faculty Mentor** at each college is your primary faculty contact for SDCCD Online Learning Pathways. They are a wonderful support to work one-on-one with faculty to enhance online instruction, provide online education updates, and represent faculty in various campus committees such as DDESC, SDICCADE, CVC/OEI, CCC DECO, and local college committees.

**Accessibility Mentor** at each college helps with the development of accessible courses to effectively include all learners with universal design learning practices (UDL). They can assist faculty with direct technical assistance for accessible course development and lead college workshops such as alt text, headings, and Canvas accessibility.

The Outreach and Student Affairs office supports San Diego City, Mesa, Miramar, and Continuing Education Colleges by creating opportunities for collaboration and coordination of services through the areas of Outreach, Community Engagement/ Collaboration, San Diego Promise, and Student Leadership.

The District Outreach and Student Affairs Office supports the following:

- Associated Student Government
- Based Scholarships
- The Peggy Gray Spanninga Transfer Scholarship
- Mahatma Gandhi Scholarship
- The Skanska USA Civil West Scholarship
- College and Career Access Pathways (CCAP)
- Deans, Student Affairs
- Justice Involved (Rising Scholars)
- Early College Credit
- Outreach and Community Engagement
- Pride Parade
- San Diego Unified School District
- San Diego Advance - Outreach Group
- San Diego Promise Grant Oversight
- SDCCD Student Leadership Conference
- SDCCD Community Partner Conference
- Student Trustees
- United Student Council
- Voter Registration and Election Promotion

## Mission

The Outreach and Student Affairs Office of the San Diego Community College District is dedicated to enhancing access, equity, and student success through targeted outreach to K12 institutions, adult learners, and priority populations across our region. By fostering strategic partnerships and engaging with the community, we raise awareness about opportunities such as the San Diego Promise Program and early college credit pathways, from interest in enrolling through to completion in their educational pursuits within the San Diego Community College District. We are focused on cultivating student leaders by offering meaningful development and collaborative opportunities across colleges, including state and national advocacy through our student trustees.

## Resources

- San Diego Promise
- Apply for the Promise Petitions

### DEPARTMENT TEAM & CONTACT INFO

District Office | Room 116 | 619-388-6703
Email: sdccdoutreach@sdccd.edu

Andrew "Luke" Menchaca, Dean
amenchaca@sdccd.edu |619.388.6618

Michelle Johnson MC, Administration Technician
mmjohnso@sdccd.edu

Kehila "K" Moreno, Program Support Technician
kmoreno@sdccd.edu

The Student Services department works with the various Student Services offices and programs at the San Diego Community College District's four colleges to create a welcoming student environment, serve the student population through coordinating and integrating student services districtwide, and contribute to student success at all stages of the student's academic journey.

At the district level, Student Services helps to coordinate districtwide activities:

- Administration of JIRA
- Admissions, including Dual Enrollment and CCAP Special Admits
- Campus Solutions Systems Support
- Categorical Programs and Services Support includes San Diego Promise, Student Athletes, EOPS, CalWORKs, and Veteran Services
- CDAM Audit and SFA Title IV Audits
- Counseling
- Faculty Classroom Management (TAO, Flex, Rosters, Student Evaluations) Registration
- Financial Aid
- Policies and Procedures Related to Student Services
- Student Records, including credit for prior learning, transcript evaluations, subpoena requests, and document imaging system

## Mission

The District Student Services department ensures continuity of service delivery among the four colleges with respect to various programs and services for students, as well as policies and procedures. Our goal is to provide students with a positive and equitable educational experience by maintaining consistency of processes, access to information, and resources, as well as support services. The department also ensures compliance with State and Federal laws and regulations.

## Resources

- Campus Solutions
- Future Students
- mySDCCD Information Hub | mySDCCD Wiki
- Educational Services Dashboards | SDCCD
- JIRA
- Student Information

## DEPARTMENT TEAM & CONTACT INFO

District Office | Room 100/105/125/175 | 619-388-6924

www.mysdccd.edu

Victor DeVore, Dean, vdevore@sdccd.edu

Marina Rosales, Student Services Supervisor II, mrosales@sdccd.edu

**Student Services Technician**
Ryan Barsotti, rbarsott@sdccd.edu
Gity Nematollahi, gnematol@sdccd.edu
Ingrid Trovao, itrovao@sdccd.edu

**Business Systems Analysts**
Daniel Borbon, dborbon@sdccd.edu
Brandon Hawley, bhawley@sdccd.edu
Eli Jed Manalastas, emanalastas@sdccd.edu
Amy Meyers, ameyers@sdccd.edu
Pamela McLemore, pmclemor@sdccd.edu
Anthony K. Novak, aknovak@sdccd.edu
Lilibeth Rodriguez, lirodrig@sdccd.edu
Natoshka Suseoff, nsusoeff@sdccd.edu
Daniel Velazquez, dvelazquez@sdccd.edu

**Student Services Technician**
Krystal Alvarado, kalvarado@sdccd.edu
Raymond Arellano, rarrellano@sdccd.edu
Emilio Nunez, enunez001@sdccd.edu
Joshua Quiroz, jquiroz@sdccd.edu

**Senior Student Services Assistant**
Cassandra Onstad, constad@sdccd.edu
Alissa Pulmano, apulmano@sdccd.edu

**Pre-Requisite Evaluator**
Regina Blas, rblas@sdccd.edu
Saeng Mingsing, smingsin@sdccd.edu
Kathy Sphabmixay, ksphabmi@sdccd.edu
Glenford Young, gyoung@sdccd.edu

The District Wellness, Safety, and Disability Support Programs and Services (DSPS) provides centralized services to support the alignment of student behavioral wellness services and the access and success of students with disabilities attending the colleges.

## Mission

Through inclusive, accessible, and equity-driven programs, the Wellness, Safety, and DSPS department fosters high-quality learning opportunities for students. We support the social, educational, and career journeys of students with disabilities by meeting them where they are, building on their strengths, and supporting the districtwide community to increase goal achievement for and with people with disabilities.

We believe disability is a vital dimension of diversity and a natural part of the human condition. Our work is informed by our values of access, diversity, equity, inclusion, dignity, and agency.

### DEPARTMENT TEAM & CONTACT INFO

District Office | Room 275 | 619-388-6983
www.sdccd.edu/dsps | ISO 619-550-3389 (videophone)

Poppy Fitch, Ed.D., Dean
pfitch001@sdccd.edu

Maureen Flores, Program Support Technician
mflores001@sdccd.edu

Devika Chhabra, Accessibility & DSPS Systems Manager
dchhabra@sdccd.edu

Jamila DeCarli, Counselor/Coordinator
Workability III (WAIII)
jdecarli@sdccd.edu

Shawn Fiala, Counselor/Coordinator
Career Support Pathways
sfiala@sdccd.edu

Rachel Martinez, Counselor/Coordinator
College 2 Career (C2C)
rmartinez@sdccd.edu

Daniel Nakaji, Ed.D., Interpreting Services Supervisor
dnakaji@sdccd.edu

### Resources

- Access DSPS Services
- DSPS Student Spotlights
- Faculty Accessibility Resources & Online Accessibility Mentors
- General Counseling and Mental Health
- Interpreting Services
- Mental Health Counseling
- SDCCD Districtwide Mental Health Strategic Priorities 2024-2026
- Workforce Programs:
  - College 2 Career
  - Career Support Pathways (CSP)
  - WorkAbility III

**SAN DIEGO CITY COLLEGE DSPS**
Darren Walters, City DSPS Coordinator
citydsps@sdccd.edu | 619-800-2873

**SAN DIEGO MESA COLLEGE DSPS**
Erika Higginbotham, Mesa DSPS Coordinator
mesadsps@sdccd.edu | 619-388-2780

**SAN DIEGO MIRAMAR COLLEGE DSPS**
Kandice Brant, Miramar DSPS Coordinator
miradsps@sdccd.edu | 619-388-7312

**SAN DIEGO COLLEGE OF CONTINUING EDUCATION**
Evangeline (Vangie) Akridge, CE Dean, DSPS & Student Support Services
sdcedsps@sdccd.edu | 619-388-4812
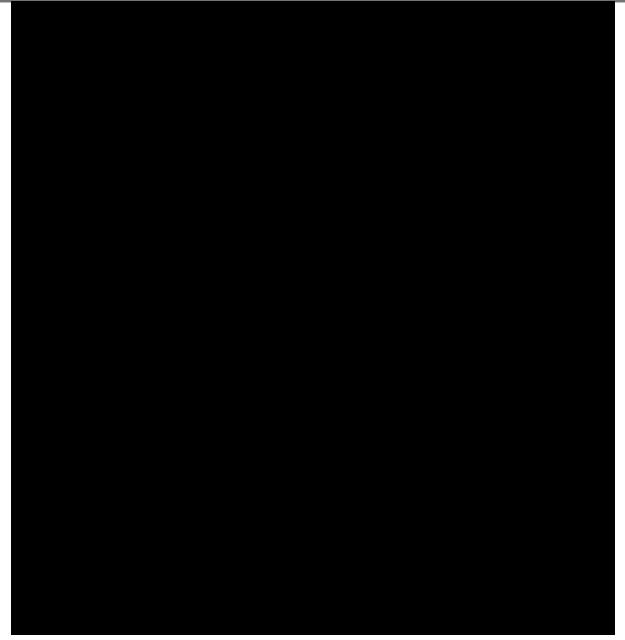
# Committees

District Educational Services

# Educational Services Committees List

## *Academic Advising Committee*

**Co-Chairs:** Dean, Instructional Services and Dean, Student Services

**Description:** The Academic Advising Review Committee provides input on key business processes related to counseling, evaluations, and students.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None.

**Representation:** Counseling Chairs, Counseling Representatives, College Evaluations Staff, Counseling Supervisor, District Evaluators; Dean, Instructional Services; Dean, Student Services; Business Systems Analyst

## *Academic Senate Presidents*

**Chair:** Vice Chancellor, Educational Services

**Description:** Monthly meeting between the Academic Senate Presidents and the Vice Chancellor of Educational Services

**Meeting Type:** Standing, every other month

**Terms of Membership:** None

**Representation:** College Academic Senate Presidents, Vice Chancellor of Educational Services

## *Admissions and Counseling Supervisors Subcommittee*

**Chair:** Dean, Student Services

**Description:** The Admissions and Counseling Supervisors Subcommittee is a subcommittee of the District Student Services Council.  The committee plans the timeline and processing calendar for all registration-related processes and activities, as well as makes recommendations for business processes.

**Meeting Type:** Standing, monthly

**Terms of Membership:** None

**Representation:** District Dean of Student Services, District Student Services Supervisor, College Admissions Supervisors, College Counseling Supervisors, College Evaluations Supervisors

## *Analysts Team*

**Chair:** Vice Chancellor, Educational Services

**Description:** The primary focus of the Educational Services Analysts Team Meeting Committee is to review policy implementation, project management, and student services impact within the San Diego Community College District.  The committee facilitates informed decision-making processes that lead to optimized student learning experiences and streamlined administrative operations by conducting in-depth analysis and strategic assessments.

**Meeting Type:** Standing, Weekly

**Terms of Membership:** None.

**Representation:** District Dean of Student Services, District Student Services Analysts, District Business Systems Analysts, District Student Services Supervisor

## *Apprenticeship Program Management Districtwide Workgroup*

**Chair:** Career Education Program Manager, Career Education & Workforce Development

**Description:** This workgroup is focused on process refinement and implementation. Curricular matters are not included.

**Meeting Type:** Ad Hoc

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** College Deans, Associate Deans, and staff tied to apprenticeship program management and/or development locally, including apprenticeship program staff, District Career Education & Workforce Development department, District Instructional Services department, District Office of Institutional Effectiveness and Research, District Student Services department, and county Division of Apprenticeship Standards (DAS) consultant

## *Articulation Credit by Exam Process Improvement Workgroup*

**Chair:** Program Support Tech, Career Education and Workforce Development

**Description:** Meetings focused on noncredit to credit articulation, credit by exam processes.

**Meeting Type:** Ad Hoc; usually meets monthly

**Terms of Membership:** None; Annual check-in with Vice Presidents to reconfirm representation

**Representation:** SDCCE Instructional Services and Student Services designated leads for articulation credit by exam; SDCCE Dean of Counseling; District Research; District Student Services; District Career Education & Workforce Development

## Basic Needs Centers Support Committee

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The Basic Needs Centers Support Committee is a districtwide workgroup that coordinates support of the Basic Needs Centers. The Basic Needs Centers Support Committee supports, plans, and delivers districtwide Basic Needs Center-related activities, initiatives, and collaboration.

**Meeting Type:** Ad Hoc, monthly

**Terms of Membership:** None

**Representation:** Basic Needs Center Coordinators

## Black Student Success Workgroup

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The Black Student Success Workgroup is comprised of faculty, staff, and administrators throughout the district who meet monthly to develop action plans and research agendas to center, support, and enhance Black student success throughout the district.

**Meeting Type:** Ad Hoc, Monthly

**Terms of Membership:** None.

**Representation:** Vice Presidents of Student Services, Dean of Student Services, Faculty, Staff, Administrators

## Calendar Committee

**Co-Chair(s):** Dean, Student Services and Dean, Instructional Services

**Description:** The Academic Calendar Committee convenes every other year to propose a calendar to the various campus constituency groups. The Academic Senate is required to recommend an approved calendar in consultation with the appropriate collective bargaining groups. The approved calendar(s) will be recommended to the Board of Trustees no later than November of each year. The committee will develop multi-year calendars for consideration.

**Meeting Type:** As necessary

**Membership:** None

**Representation:** The Calendar Committee includes a representative from each of the bargaining units/meet and confer groups listed below:
- American Federation of Teachers (AFT) Guild Representative
- Police Officers Association (POA) Representative
- Management Association
- Supervisory & Professional Administrators Association (SPAA) Representative
- Association of Confidential Employees (ACE) Representative

## Career Education Grant Management Meetings

**Chair:** Program Manager, Career Education and Workforce Development

**Description:** Meetings focused on Perkins and Strong Workforce Grant management – tech support and community of practice. New as of Fall 2024.

**Meeting Type:** Standing; monthly

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** Associate Deans of Career Education/Strong Workforce

## Career Education Leadership Committee

**Chair:** Dean, Career Education and Workforce Development

**Description:** The committee meets monthly in support of dialogue and coordination across the four institutions regarding career education projects, grants, and special initiatives. These meetings meet Perkins grant requirements.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** College Lead Career Education Deans and Associate Deans, College Perkins Grant Leads, College Strong Workforce Program Grant Leads

## *Career Education Research Workgroup*

**Chair:** Dean, Career Education and Workforce Development

**Description:** Meetings focused on CTE research projects and needs. New as of fall 2024.

**Meeting Type:** Ad Hoc

**Terms of Membership:** None

**Representation:** Local college research office representation and assigned CTE Research Experts; District research office representation and District assigned CTE Research Experts

## *College Promise Planning and Coordination Committee*

**Chair:** Dean, Outreach and Student Affairs

**Description:** The College Promise Planning and Coordination Committee meets to coordinate and plan processes, communication, student support structures, and activities for the Promise program.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None; Annual check-in with institutions to ensure full representation

**Representation:** Outreach Deans, Coordinators, Technicians, Student Services Assistants, and NANCE

## *Core Partner (CSP) Grant Planning Meeting*

**Co-Chairs:** DOR and CSP Coordinator

**Description:** The purpose of this meeting is to plan for the implementation and evaluate the status of the California Subminimum Wage to Competitive Integrated Employment (CSP) grant with the California Department of Rehabilitation (DOR).
Meeting Type: Monthly

**Meeting Type:** Monthly

**Terms of Membership:** 3 Years

**Representation:** DOR and SDCCD DSPS representatives

## *Credit for Prior Learning Workgroup*

**Chair:** Dean, Instructional Services

**Description:** The Credit for Prior Learning Workgroup provides guidance on policy development, processes for effective implementation of various assessment methods, faculty professional development, student support, and partnerships with external stakeholders.

**Meeting Type:** Ad Hoc

**Terms of Membership:** None

**Representation:** College Credit for Prior Learning Faculty Coordinators; Student Services Representatives (Veterans Services, Admissions and Records); Business Systems Analyst; Evaluator; Career Technical Education Dean(s); Dean of Instructional Services

## *Curriculum and Instructional Council (CIC)*

**Chair:** Vice Chancellor, Educational Services

**Convener:** Dean, Instructional Services

**Description:** The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet. The Chancellor's Cabinet consists of members who meet to review and coordinate instructional matters. The council is charged with providing for the coordination of the curriculum districtwide and for the development of districtwide guidelines for the improvement of instruction in the colleges and Continuing Education campuses of the District. It is also charged with providing a districtwide review of all procedures and activities related to instructional programs.

**Meeting Type:** Monthly, Second & fourth Thursdays during the academic year

**Terms of Membership:** Each campus has a different process for electing the Curriculum Chair and term limits for the position.

**Representation:** Dean, Curriculum Services, College Vice Presidents of Instruction; College faculty; an ex officio representative from Student Services Council; Vice Chancellor of Educational Services

## Curriculum Management Committee

**Chair:** Dean, Instructional Services, Curriculum Analyst, Instructional Services

**Description:** The Curriculum Management Steering Committee is a sub-committee of CIC. The committee's purpose is to guide the development and customization of the curriculum management system and make recommendations to CIC.

**Meeting Type:** Ad Hoc

**Terms of Membership:** None

**Representation:** Curriculum Chairs of each college or designee; at least one college Vice President of Instruction; Dean, Instructional Services; Curriculum Analyst, Instructional Services; Curriculum Technician, Instructional Services; Administrative Assistant IV, Instructional Services


## Deans of Student Affairs Committee

**Chair:** Dean, Outreach and Student Affairs

**Description:** The Deans of Student Affairs Committee meets to coordinate policies and procedures for student activities and organizations, student discipline and conduct, and Title IX-related matters.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None.

**Representation:** Vice Chancellor of Educational Services, District Dean of Outreach and Student Affairs, and College Deans of Student Affairs


## Disability Support Programs and Services (DSPS) Advisory Committee

**Chair:** Dean, Wellness, Safety, and DSPS

**Description:** As required by Title V, the San Diego Community College District (SDCCD) Disability Support Programs and Services (DSPS) Advisory Committee convenes annually to provide guidance and direction to the DSPS program and the colleges related to the needs of the community. The Advisory Committee is a mechanism to:
- Improve communication with our community partners;
- Solicit the confidence of the public;
- Obtain valuable input on the programs and services available to students with disabilities;
- Include the students' voice in the process of maintaining a strong DSPS program.

Advisory partners participate based on our shared goals of increasing pathways to employment for students and graduates with disabilities within the San Diego community.

**Meeting Type:** Annual

**Terms of Membership:** Annual Participation

## *District Articulation Council*

**Chair:** Dean, Instructional Services

**Description:**
- Serve as liaison with the State Chancellor's Office and coordinate with the college Vice Presidents, Instructional Services, and the Curriculum Instructional Council for the distribution of information on state laws and regulations that affect instruction;
- Work with instructional faculty to design and develop transferable courses and programs;
- Research comparable courses at other regionally accredited colleges and universities
- Identify and propose courses to universities, the Academic Senate for California Community Colleges (ASCCC), and appropriate system offices for articulation approval;
- Develop, manage, and maintain documentation of each articulation agreement, including the formal written agreement with receiving CSU and UC campuses, the CSU and UC systems, and private/independent or out-of-state universities where patterns of student transfer are identified;
- Work with discipline faculty to participate in statewide articulation initiatives administered through the California community college system;
- Provide recommendations for the development and distribution of the Curriculum Instructional Council agenda and minutes, and
- Assist in the identification of programs affected by proposed curriculum changes.
- Provide recommendations for the inclusion and removal of courses in the master course inventory, general education patterns, CSU Baccalaureate list, and UC transfer course list.

**Meeting Type:** Standing, monthly (first Wednesday during the academic year)

**Terms of Membership:** None.

**Representation:** Credit College Articulation Officers, Dean of Instructional Services, Vice Chancellor of Educational Services

### District Honors Program

**Chair:** District Honors Coordinators

**Description:** The District Honors Program (DHP) is a body tasked with ensuring quality control and academic standards of each campus program.  The DHP gives charge to each campus Honors Program to handle operations, planning, and coordination.  DHP also reviews and approves course proposals and plans districtwide activities.

**Meeting Type:** Fixed

**Terms of Membership:** None.

**Representation:** District Coordinator; Two campus coordinators for each college; District Transfer Coordinator; District Budget Coordinator; College Honors Deans; Dean of Instructional Services provides support as needed.


### District International Education Committee

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The districtwide International Education Committee is charged with advancing student global learning outcomes through the enhancement of international education opportunities throughout the district, including internationalization  of the curriculum, study abroad, faculty development, international partnerships, and  international, global, and multicultural events and activities on campus. International  education advances learning and scholarship, builds understanding and respect among different peoples, and enhances constructive leadership in the global community.

**Meeting Type:** Standing, monthly during the academic year

**Terms of Membership:** None

**Representation:** Credit college faculty, College Deans of Arts & Humanities, and Vice Chancellor of Educational Services


### District Student Services Council

**Chair:** Vice Chancellor, Educational Services

**Convener:** Dean, Student Services

**Description:** The District Student Services Council reports to the Chancellor's Cabinet and consists of the Chief Student Services Officers and Academic Senate leadership from each college. The Council is charged with the establishment, development, and maintenance of all student services policies and related matters districtwide.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** No terms outlined per AP 0020.3

**Representation:** College Vice Presidents of Student Services, District Dean of Student Services, District Dean of Wellness and Disability Support Programs & Services, College Academic Senate representatives, College Deans of Student Development, and College Dean of Counseling & Student Success

## Districtwide Career Events Planning & Collaboration Workgroup

**Chair:** Career Services Administrative Technician, Career Education and Workforce Development, or designee

**Description:** This districtwide meeting was developed in support of districtwide career services and job placement workgroup goals to increase collaboration across the colleges on career events (job fairs, career fairs, career panels, etc.) and support planning for the annual districtwide career fair.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** Representation based on planning cycles. Regular representation from career event leads from all four colleges and District Educational Services.

## Districtwide Career Services and Employment Outcomes Committee

**Chair:** Dean, Career Education and Workforce Development

**Description:** This committee is focused on student career success and supporting coordination and communication across San Diego City, Mesa, Miramar, and Continuing Education for career services initiatives, including employer engagement, work-based learning, internships and job placement, career center activities, and handshake. This workgroup replaced the Districtwide Work-Based Learning Process Committee (as of Spring 2023).

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** All four colleges are represented, including their Career Services leads, Work-Based Learning leads, Job placement/internship leads, and Employer Relations Liaisons. District DSPS (Workability 3 and C2C) and Career Education and Workforce Development.

### *Districtwide Directed Clinical Practice Program Management Committee*

**Chair:** Dean, Career Education and Workforce Development

**Description:** The districtwide committee addresses shared opportunities and challenges regarding the development and implementation of clinical affiliation agreements.

**Meeting Type:** Standing; twice per academic year

**Terms of Membership:** None; annual check-in with Vice Presidents and Deans to reconfirm representation.

**Representation:** College Deans and Program Chairs for all Directed Clinical Practice programs and College Program Support Technicians that support clinical affiliation agreement processes; District Risk Management; District Educational Services; Regional Health Director

### *Districtwide Disability Support Programs & Services (DSPS) Leadership Meeting*

**Chair:** Dean, Wellness, Safety, and Disability Support Programs & Services

**Description:** The DSPS leadership meeting is a standing, bi-weekly meeting to coordinate and align student support services, process, policy, and workflow systems. Statewide advocacy, shared support services, including Deaf and Hard-of-Hearing (DHH) and vocational services, and other matters that pertain to students with disabilities are discussed.

**Meeting Type:** Standing, bi-weekly

**Terms of Membership:** None

**Representation:** Dean, Wellness, Safety, and DSPS; Dean, DSPS & Emeritus, Continuing Education; DSPS Coordinator: City, Mesa, and Miramar Colleges

### *Districtwide Online Faculty Mentor Meeting*

**Chair:** Dean, Online and Distributed Learning

**Description:** The Online Faculty Mentor group meets to discuss, develop, promote, and support online faculty and courses across the District.

**Meeting Type:** Standing, Bi-Weekly

**Terms of Membership:** Two-year term with Vice President of Instruction confirmation

**Representation:** All four colleges, Online Faculty Mentor, and Dean of Online & Distributed Learning

## Districtwide Outreach Committee

**Chair:** Dean, Outreach and Student Affairs

**Description:** The on-campus programs and services that support all aspects of outreach and community partnerships throughout the district.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None.

**Representation:** Dean of Outreach and Student Affairs, San Diego Promise Program/Office Faculty, and Staff

## Districtwide Work Experience Process Committee

**Chair:** Dean, Career Education and Workforce Development

**Description:** The committee focused on districtwide cooperative work experience operations and Title 5 compliance for Cooperative Work Experience, including districtwide student and instructor handbooks, required forms, administrative procedures, district plan, and risk management.

**Meeting Type:** Standing; once per semester

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** Credit College Work Experience Deans and Coordinators; Dean and Program Support Technician, Career Education and Workforce Development; District Office Risk Management attends as needed.

## Drug and Alcohol Abuse Prevention Program Committee

**Chair:** Dean, Wellness, Safety, and Disability Support Programs & Services

**Description:** The Drug and Alcohol Abuse Prevention Program Committee meets annually to review the effectiveness of the District's Drug and Alcohol Abuse Prevention Program activities and to conduct a bi-annual evaluation of such.

**Meeting Type:** Ad-Hoc

**Terms of Membership**: None.

**Representation:** Dean, Wellness, Safety, and DSPS, Title IX Coordinator, Deans of Student Affairs, Health Services representative, Mental Health Services representative, College Police representative.

### Educational Services Leadership

**Chair:** Vice Chancellor, Educational Services

**Description:** Weekly meeting with the Educational Services Division leadership team

**Meeting Type:** Standing, Weekly

**Terms of Membership:** None.

**Representation:** District Dean of Career Education & Workforce Development, District Dean of Equity & Special Funded Programs, District Dean of Instructional Services, District Dean of Online & Distributed Learning, District Dean of Outreach & Student Affairs, District Dean of Student Services, District Dean of Wellness and Disability Support Programs & Services

### Handshake Implementation Districtwide Workgroup

**Chair**: Career Services Administrative Technician, Career Education and Workforce Development, or designee

**Description:** This meeting supports the districtwide implementation of the SDCCD Job Board. This meeting provides an opportunity for each college's Handshake leads to collaborate on implementation, make collaborative recommendations regarding implementation, troubleshoot challenges, and strengthen employer and student engagement on Handshake.

**Meeting Type**: Ad Hoc, at least once per academic year

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation**: Handshake leads from each college; District Career Education & Workforce Development

## Industry Advisory Committee for Child Development

**Chair:** Dean, Career Education and Workforce Development

**Description:** Districtwide Industry Advisory Committee for the Child Development Programs at San Diego City College, Mesa College, Miramar College, and the College of Continuing Education.

**Meeting Type:** Standing; once per academic year

**Terms of Membership:** None; annual check-in with institutions to ensure full representation.

**Representation:** College Child Development programs area faculty and deans, employers, and industry representatives

## Instructional Publications Committee

**Chair:** Dean, Instructional Services

**Description:** The purpose of this committee is to perform a systematic review of instructional publications (printed and online), determine priority objectives, make recommendations to CIC, and draft a plan of action for meeting the objectives.

**Meeting Type:** Standing

**Terms of Membership:** None

**Representation:** College Vice Presidents of Instruction; District and College Public Information Officers; a Vice President of Student Services; college schedule preparer;  college Dean; Vice Chancellor, Educational Services; Dean, Instructional Services; Curriculum Analyst; Curriculum Technician; and Administrative Technician IV, Instructional Services

## Mental Health and Crisis Response Collaboration

**Chair:** Dean, Wellness, Safety, and DSPS

**Description:** The Mental Health and Crisis Response Collaboration aims to address the pressing need for enhanced mental health support at the Colleges of the San Diego Community College District. Recognizing that student mental health needs continue to increase, and the current mental health capacity is stretched. Our primary focus will be on bolstering our ability to provide vital  mental health, crisis response, and victim advocacy resources. By fostering more collaborative partnerships across the Colleges and with College Police, we will improve our mental health response strategies.

Finally, our efforts will extend to empowering students through enhanced education on mental health and available resources, thereby strengthening outreach initiatives.

**Meeting Type:** Monthly

**Terms of Membership:** Annual Participation

**Representation:** Dean, Wellness, Safety, and DSPS, Title IX Coordinator, College Mental Health representatives (2+ each), College Police representative

## *Preparing Accomplished Transfers to the Humanities (PATH)*

**Chair:** Program Activity Manager, PATH Program

**Description:** The PATH program is a collaboration between the San Diego Community College District and UC San Diego, providing programming and events to support student transfer and career development in the Arts and Humanities fields. PATH's mission is to increase the diversity of Arts and Humanities transfers from SDCCD to UC San Diego by providing holistic transfer support and fostering a sense of belonging for historically underrepresented students. The committee meets to collaborate on the development of events, programming, curriculum, and all other program areas. Faculty support in the selection process and programming for the PATH Integrated Fellowship Initiative, which supports UC San Diego Ph.D. candidates to explore faculty and administration paths in the community colleges. Additionally, each Steering Committee member serves as a mentor to a student in the PATH Peer Mentee Program annually and supports them throughout the transfer process.

**Meeting Type:** Ad Hoc, monthly

**Terms of Membership:** One year

**Representation:** Faculty Coordinators (one per credit college, Faculty

## *Policies and Procedures Committee*

**Chair:** Dean, Instructional Services

**Description:** The Policies and Procedures Committee shall coordinate the development, review, and revision of instructional policies and procedures.

**Meeting Type:** Standing, scheduled one hour before each CIC meeting, and as needed

**Terms of Membership:** None

**Representation:** Vice President of Instruction, College Faculty, Vice Chancellor of Educational Services

### *Quarterly Career Support Pathways (CSP) Core Partner Meeting*

**Chair:** Shared, DOR & CSP Coordinator

**Description:** The purpose of this meeting is to evaluate the status of the CSP grant with the California Department of Rehabilitation.

**Meeting Type:** Monthly

**Terms of Membership:** Required under the grant

**Representation:** DOR and SDCCD DSPS representatives

### *Quarterly College 2 Career (C2C) Cooperative Grant Review Meeting*

**Chair:** Shared, DOR & C2C Coordinator

**Description:** The purpose of this meeting is to evaluate the status of the C2C Cooperative grant with the California Department of Rehabilitation.

**Meeting Type:** Quarterly

**Terms of Membership:** Required under the cooperative grant

**Representation:** DOR and SDCCD DSPS representatives

### *Quarterly Workability III (WAIII) Cooperative Grant Review Meeting*

**Chair:** Shared, DOR & WAIII Coordinator

**Description:** The purpose of this meeting is to evaluate the status of the WAIII Cooperative grant with the California Department of Rehabilitation (DOR).

**Meeting Type:** Quarterly

**Terms of Membership:** Required under the cooperative grant

**Representation:** DOR and SDCCD DSPS representatives

### Rising Scholars Committee

**Chair:** Dean, Outreach and Student Affairs

**Description:** The on-campus programs and services that support the Rising Scholars student community meet to strategize off-campus partnerships and collaboration within the community.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None

**Representation:** Dean of Outreach and Student Affairs, Campus Rising Scholars Program/Office Faculty, and Staff


### San Diego Advance: Outreach

**Chair:** Dean, Outreach and Student Affairs

**Description:** This is a subgroup of the SD Advance group focused on examining and strategizing a districtwide approach to meeting the goals of increasing access from Non-credit to credit colleges, including improving access to San Diego Promise.

**Meeting Type:** Standing, Monthly (second Monday of every month)

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** College leads in Outreach, Admissions and Records, District Educational Services representation from Outreach, Student Services, and Career Education and Workforce Development


### San Diego Community College District (SDCCD) EOPS Directors Committee

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The Committee meets monthly in support of dialogue and coordination across the 3 credit colleges regarding how to best support EOPS programs and students.

**Meeting Type:** Monthly

**Terms of Membership:** None

**Representation:** EOPS Directors

### San Diego Community College District (SDCCD) Foster Youth Success Coalition

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The committee meets monthly with Promises2Kids in support of dialogue and coordination across the 4 colleges regarding how to best support former foster youth students.

**Meeting Type:** Monthly

**Terms of Membership:** None

**Representation:** Coordinators, Directors, Counselors, staff, Financial Aid representatives, Promises2Kids staff

### San Diego Community College District (SDCCD) Pride Center Leads

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The committee meets monthly in support of dialogue and coordination across the 4 colleges regarding how to best support LGBTQIA+ students.

**Meeting Type:** Monthly

**Terms of Membership:** None

**Representation:** Pride Center leads

### San Diego Community College District (SDCCD) and San Diego Unified School District (SDUSD) Joint Partnership Workgroup

**Chair:** Vice Chancellor of Educational Services

**Convener:** Dean, Outreach and Student Affairs

**Description:** The Joint Partnership Committee with San Diego Unified is responsible for pursuing Joint Board Goals

**Meeting Type:** Standing, no less than two times per semester

**Terms of Membership:** None

**Representation:** In addition to San Diego Unified District participants, committee members include representation of Vice Presidents of Student Services and Instructional Services from each College, College CCAP leads, District Research, and District Educational Services Deans from District Student Affairs, District Career Education & Workforce Development, and District Equity and Special Funded Projects

### *San Diego Community College District (SDCCD) and San Diego Workforce Partnership

**Chair:** Vice Chancellor of Educational Services

**Convener:** Dean, Career Education and Workforce Development

**Description:** The Joint Partnership Committee with the San Diego Workforce Partnership is responsible for pursuing joint priority activities across three primary areas 1) referrals and recruitment, 2) program and process awareness, and 3) employability and job placement

**Meeting Type:** Ad Hoc

**Terms of Membership:** None

**Representation:** In addition to San Diego Workforce Partnership partners, committee members include representation from all four colleges across the following positions/roles: Vice Presidents of Student Services and Instructional Services, Career Center Leadership, Career Education Deans, Job Placement Coordinators, Work-based Learning Coordinators, and Outreach. Districtwide representation from Outreach and Career Education, and Workforce Development

*This committee was put on hold in 2024-25 due to SDWP leadership changes; we will be exploring relationships in 2025-26*

### San Diego Promise Committee

**Chair:** Dean, Outreach and Student Affairs

**Description:** The on-campus programs and services that support the San Diego Promise meet to strategize the delivery of the program.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None

**Representation:** Dean of Outreach and Student Affairs, San Diego Promise Program/Office Faculty, and Staff

### San Diego Unified School District (SDUSD) to College Articulation Credit by Exam Workgroup

**Chair:** Program Support Tech, Career Education and Workforce Development

**Description:** Meetings focused on management and development of articulation credit by exam agreements between the San Diego Unified School District and City, Mesa, and Miramar Colleges.

**Meeting Type:** Ad Hoc; usually meets monthly

**Terms of Membership:** None

**Representation:** San Diego Unified School District CCTE Office and Career Education & Workforce Development Department; ad hoc representation from District Research & Student Services

### San Diego Unified School District (SDUSD) and San Diego Community College District (SDCCD) Joint Partnership Workgroup: CCAP

**Chair:** Dean, Outreach and Student Affairs

**Description:** This is a sub-group of the SDUSD/SDCCD Joint Partnership Committee. The goal of this workgroup is to be a more hands-on group in advancing the Joint three-year SMART Board Goals. This group will be focusing on administering College and Career Access Pathways (CCAP).

**Meeting Type:** Standing, Monthly (second Monday of every month)

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** San Diego Unified School District's College, Career & Technical Education (CCTE) Office CTE Transitions Credit by Exam (CBE) and College and Career Access Pathways (CCAP) leads, credit college CCAP leads, and all four college's outreach leads, credit college admissions and records representatives, District Student Services, Research, Career Education & Workforce Development, and Outreach & Student Affairs.

## *San Diego Unified School District (SDUSD) and San Diego Community College District (SDCCD) Joint Partnership Workgroup: Outreach*

**Chair:** Dean, Outreach and Student Affairs

**Description:** This is a sub-group of the SDUSD/SDCCD Joint Partnership Committee.  The goal of this workgroup is to be a more hands-on group in advancing the Joint three-year SMART Board Goals. This group will be focusing on Outreach, post-high school completion transition, and collaboration between high school and the SDCCD community.

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None; annual check-in with Vice Presidents to reconfirm representation

**Representation:** San Diego Unified School District's College, Career & Technical Education (CCTE) Office, CTE Transitions Credit by Exam (CBE) and College and Career Access Pathways (CCAP) leads, credit college CCAP leads, and all four colleges' outreach leads, District Student Services, Research, and Outreach & Student Affairs. Districtwide inclusion of high school counselors, high school site leads based on special population focus, and SDCCD support programs and services.


## *Special Admit Districtwide Workgroup*

**Co-Chairs:** Dean, Student Services; Dean, Outreach & Student Affairs

**Description:** This districtwide workgroup convenes college leads on K12 partnerships for concurrent enrollment and CCAP. Priority focus is internal process improvements for Charters and SDUSD partnerships for early college credit.

**Meeting Type**: Ad Hoc

**Terms of Membership:** None

**Representation**: College Concurrent Enrollment and CCAP / K12 partnership leads, Admissions and Records representatives, District Student Services, Research, Outreach and Student Affairs, and Career Education & Workforce Development


## *Student Textbook Affordability Committee*

**Chair:** Dean, Online and Distributed Learning

**Description:** The Student Textbook Affordability Committee is charged with fostering awareness and collaboration in developing strategies for addressing the high cost of textbooks and other instructional materials.

**Meeting Type:** Standing, Monthly during the fall and spring semesters

**Terms of Membership:** One year

**Representation:** Dean of Online and Distributed Learning, Dean of Student Services, College Academic Senate representatives, College Classified Senate representatives, College Business Services Managers, College Bookstore Supervisors, United Student Council representatives, Access Technology Specialist or Learning Design and Technology Specialist, Credit College Librarians

## *Subject Area Deans Committee*

**Chair:** Dean, Curriculum Services/Subject Area Deans

**Description:** Review and approve curriculum in CurricUNET. Facilitate, coordinate, and guide curricular matters, including but not limited to:
- Updating/integrating course outlines for each assigned subject;
- Course numbering review and revision;
- Content review
- 6-Year curriculum review;
- 2-Year CTE curriculum review;
- Designator/subject indicator changes; and
- Discipline issues as they arise for existing courses/programs, such as
    o Articulation issues (CSU, UC, IGETC, C-ID);
    o Executive Orders issued by CSU System;
    o Compliance with state mandates and Title 5 and California Education Code revisions;
    o Disagreement regarding curriculum that cannot be resolved;
    o Course alignment issues pertaining to degrees and certificates (in consultation with each college to preserve college autonomy over curriculum)

**Meeting Type:** Ad Hoc, annually for each subject area offered at multiple institutions

**Terms of Membership:** None

**Representation:** Deans as determined by the Vice Presidents, Instruction, and identified on the District Subject Assignment List; Vice Chancellor, Educational Services

### *Trustee Advisory Council (TAC) Workgroup*

**Chair:** Vice Chancellor, Educational Services

**Description:** The group was formed as the workgroup for the Trustee Advisory Council

**Meeting Type:** Quarterly, prior to each Trustee Advisory Council Meeting

**Terms of Membership:** None.

**Representation:** Appointed by the Trustee Advisory Council

### *Undocumented Support Services Coordinating Committee*

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The Dreamer Support Program Coordinating Committee is a districtwide workgroup that oversees the planning and coordination of activities facilitated under the California Catalyst Grant. The Dreamer Support Program Coordinating Committee will continue to support, plan, and deliver districtwide Dreamer-related activities, initiatives, and events.

**Meeting Type:** Ad Hoc, Monthly

**Terms of Membership:** None

**Representation:** Center Coordinators, College Faculty, Deans, students

### *Veterans Support Committee*

**Chair:** Dean, Equity and Special Funded Programs

**Description:** The Veterans Support Committee is a districtwide workgroup that coordinates support of Veteran students. The Veterans Support Committee supports, plans, and delivers districtwide Veteran-related activities, initiatives, and advocacy.

**Meeting Type:** Ad Hoc, quarterly

**Terms of Membership:** None

**Representation:** Deans of Outreach and Enrollment, Admissions Directors, Veterans Services Coordinators, Veterans Counselors

### Vice Presidents of Instruction

**Chair:** Vice Chancellor, Educational Services

**Description:** Weekly meeting with the Vice Presidents of Instruction and the Vice Chancellor of Educational Services

**Meeting Type:** Standing, Weekly

**Terms of Membership:** None.

**Representation:** College Vice Presidents of Instructional Services, Educational Services Deans by invitation

### Vice Presidents of Instructional Services & Vice Presidents of Student Services

**Chair:** Vice Chancellor, Educational Services

**Description:** Monthly meeting with the Vice Presidents of Instruction, Vice Presidents of Student Services, and the Vice Chancellor of Educational Services

**Meeting Type:** Standing, Monthly

**Terms of Membership:** None.

**Representation:** College Vice Presidents of Instructional Services, College Vice Presidents of Student Services, District Dean of Instructional Services, District Dean of Student Services

### Vice Presidents of Student Services

**Chair:** Vice Chancellor, Educational Services

**Description:** Weekly meeting with the Vice Presidents of Student Services and the Vice Chancellor of Educational Services

**Meeting Type:** Standing, Weekly

**Terms of Membership:** None.

**Representation:** Vice Presidents of Student Services, Dean of Student Services, and additional Educational Services Deans by invitation.