

# Grossmont-Cuyamaca Community College District

## Student Services Operational Group

### Charge:

In order to provide a seamless experience for students in GCCCD, District Student Services Operational Group (SSOG) reviews and develops administrative procedures, and standard operating practices in the student services area. SSOG confers with the Educational Support Services Council to ensure compliance with policy. SSOG serves to provide operational and procedural guidance for issues impacting students Districtwide. SSOG reports to the Associate Vice Chancellor, Educational Support Services.

### Functions

- Periodically review and recommend changes to policies and procedures on student services-related matters.
- Review and recommend strategies to address legislative and regulatory changes that will impact student services programs and activities.
- Support the communication of changes to the campus community to help “closing the loop”.
- Recommend programs and services that will be beneficial to the educational experience of students
- Assist in the development, implementation, and review of district-wide plans, initiatives, and student support services and activities
- Ensure the use of student success and equity data and research to inform college practices and the allocation of resources.
- Provide meaningful intersection and interface with equivalent District committee.
- Discuss system decisions with overlapping functional impacts.
- Use a systems approach to ensure optimal capacity, avoid redundancy of effort, and increase efficiency. \*

### Composition

- Associate Vice Chancellor, Educational Support Services (Chair)

#### **Members from Each College: (representatives maybe a manager or classified professional)**

- Vice Presidents, Student Services
- Admissions & Records Representative
- Financial Aid Representative
- Counseling Representative
- Counselor, Chair or Designee
- Categorical Programs Representative
- Student Affairs Representative
- Instructional Dean
- ***Other subject matter experts will be included depending upon the topic and legislative needs.***

### Meeting Dates/Times:

Once a month or as needed

\*This function is a responsibility of the governance council and operational committees.