# COMMITTEE OPERATING AGREEMENT

### Committee Name: Student Success Committee

**Purpose:** The Student Success Committee's goal is to increase student success across the curriculum by developing and implementing effective and sensible improvements to basic skills instruction and services across the campus. When necessary to achieve that goal, the Committee will recommend improvements to practices and procedures based on needs identified by analysis of institutional research.

This will be accomplished through a multi-tiered approach addressing instruction, course and program structure(s), student support, and institutional design:

The areas of the committee’s emphasis are as follows:

A. Instruction

* increase faculty awareness about Basic Skills through workshops, in-service opportunities, white paper publication and presentations by experts in the field
* recommend modifications to staff development policies to encourage Basic Skills-related Staff Development opportunities (District Level)

B. Courses and Programs

* gather information on good practices in program design and college integration
* review and make recommendations regarding curriculum content, structure, and alignment in areas that impact Basic Skills students
* recommend methods for ensuring student competencies and prerequisite skills for movement through the sequences of courses
* assess student outcomes, integrate recommendations, and facilitate communication between Student Support Services
* gather information on best practices in providing support services to Basic Skills students
* offer workshops to promote basic study skills and critical thinking skills across the curriculum
* review policies and practices related to meeting the needs of under-prepared community college students
* review and recommend best practices for entry-level placement policies and procedures
* advocate for the needs of basic skills as related to academic and student related academic and student development policies and procedures
* review strategic planning documents for Basic Skills integration opportunities

**Jurisdiction:**

Campus: A committee that contributes to/oversees functions at the Reedley campus of Reedley College (e.g., Enrollment Management Committee).

x

**Product:** Activities to promote Basic Skills Student Success.

**Composition:**

The instructional faculty coordinator will be selected by the college president from among those who respond to the position announcement. The instructional faculty coordinator will co-chair the committee with an administrator designated by the college president, and will coordinate current and future committee activities, to include but not be limited to embedded tutor program, attached counselor program, and staff development.

Committee members shall serve for a term as determined by their constituent group (minimum of 2 years) unless otherwise noted. Committee membership shall consist of one representative (unless otherwise noted) from the following groups:

* 11 faculty representatives appointed by Academic Senate for two year term (10 members, 1 alternate). At least one member from each center/campus is recommended.
* 2 Administrators designated by the college president (1 from an instructional area, 1 from student services area). College president will designate one as co-chair.
* 1 Student Representative appointed by ASB
* 1 Classified Representatives appointed by Classified Senate for two year term
* 1 Classified Representative appointed by DSEA for two year term
* The College Researcher (Standing Member)
* 1 Faculty Representative from Writing, Math or Tutorial Center
* 1 Representative from a Grant-Funded Program
* Matriculation and Outreach Coordinator, or designee (standing member)

**Meeting Schedule:**

Meetings are scheduled the 1st and 3rd Monday of every month from 3:00 pm to 4:00 pm. A meeting may be added or cancelled by the Chair(s). Meeting days and times can be changed by vote of the committee.

**Quorum**:

50% + 1 of the membership assigned (unfilled positions do not count toward/against quorum).

**Operating Procedures**:

a. The Student Success Committee created by this agreement is an advisory committee of the College Council at Reedley College. The committee will create a list of prioritized goals at the beginning of each academic year. Based on these goals and on supporting institutional research, this committee will develop action plans, to include a prioritized spending plan for funds allocated to the committee.

b. Recommendations and/or action plans from the Student Success Committee will be forwarded to the College Council. The College Council will review the activity of the Student Success Committee and may give suggestions as to the general direction of its work.

c. The committee will recommend to the College Council administrative practices, facilities needs, and institutional priorities consistent with identified Basic Skills needs.

d. The committee will make recommendations to the College Council for strategic and long-range faculty and staff development planning as it relates to the needs of under-prepared community college students. We hope to develop faculty abilities and skills to foster math, English, English as a Second Language, and “soft” basic skills applications across the curriculum.

At the end of each academic year, the committee will generate a report of the year’s activities and a statement of goals for the following year and present it to College Council.

**Reedley College Goal(s):**

Student Success Committee projects align with and support the following goals:

5. Analyze ARCC data, program review data, and other applicable sources to identify and implement strategies to improve student success, including persistence and retention, in basic skills, ESL and SPAR (student progress and achievement).

3. Increase the use of technology throughout the college in support of teaching and learning and increase access to and dissemination of information among students and staff.

8. Analyze and evaluate class schedule offerings to ensure needs of students are being met in an effective, efficient manner that is conducive to meeting enrollment targets while operating within the current budget.

**Reedley College Strategic Direction(s):**

Student Success Committee projects align with and support the following Strategic Directions:

Strategic Direction 2.1: The college engages in open dialogue and strives to improve integrated planning through inclusive shared governance processes that includes representatives from administration, faculty, staff and students.

Strategic Direction 3: Teaching and Learning Excellence

Strategic Direction 4: Student Services

Strategic Direction 5: Planning and Assessment

Strategic Direction 6: Information Technology

**Other:**

**Subcommittees:**

Ad hoc committees are established as needed.

Each council / committee will establish a Blackboard site and will be responsible for its maintenance. Past and current agendas and minutes, along with other documents, will be posted to this Blackboard site.

Committee Operating Agreements will be updated annually and kept on file in the President’s Office.