

## Student Success Committee Operating Agreement

**PURPOSE:** The Committee's goal is to increase student success by recommending effective improvements to instructional and support services across the campus. To achieve this goal, the Committee will utilize institutional and other research to identify, implement, and monitor improvements to practices and procedures; build partnerships between student services and instruction; ensure that students have equitable access to curriculum and services; and monitor the implementation of 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program.

The Committee will form a Reedley/Madera/Oakhurst College Basic Skills Subcommittee, and an Enrollment Management Subcommittee.

This will be accomplished through a multi-tiered approach addressing instruction, course and program structure(s), student support services, student learning, matriculation and enrollment management.

The Committee's activities will include, but not be limited to, the following:

**A. Student Support Services and Structures**

- Evaluate and improve existing Reedley College retention and support strategies
- Recommend improvements in providing support services to underprepared students based on best practices
- Develop and implement strategies to address the Integrated Plan recommendations.
- Review Integrated Plan data, monitor progress on stated goals and propose new techniques to improve student success and review and update the College's Integrated Plan.
- Offer workshops to promote study skills and critical thinking skills across the curriculum.

**B. Course and Program Structure**

- Support faculty innovation in the development and delivery of curriculum based on best practices, particularly in areas that impact basic skills
- Recommend methods for ensuring student competencies and prerequisite skills for movement through the sequences of courses
- Utilize student outcomes to make recommendations to address Student Success Task Force recommendations and legislation

- Gather data on instructional practices that improve student success and promote professional development on those topics
- Increase faculty awareness about basic skills, Student Success Taskforce recommendations, matriculation and enrollment services through workshops, in-service opportunities, white paper publication and presentations by experts in the field

C. Matriculation

- Review and recommend best practices for entry-level placement policies and procedures
- Evaluate and improve college outreach and matriculation program. Facilitate, support implementation, and evaluate Registration to Go (RTG) processes and activities.
- Facilitate and improve internal communication throughout the matriculation process.
- Work with constituent groups to develop, update, and maintain relevant college planning documents promoting student success, e.g. Student Success/Matriculation, Student Equity, Basic Skills, Student Success Scorecard and others.
- Support implementation of matriculation steps including: application, orientation, placement testing, financial aid, educational planning/advising and student follow-up.

D. Enrollment Management

- Identify prospective student markets as determined by enrollment growth targets and work with the local campus location to develop, evaluate, and improve recruitment strategies accordingly as they coincide with student success.
- Facilitate the use of data to support enrollment planning and decision-making.
- Evaluate and improve short and long term enrollment goals within the given environment and commitment of resources.
- Review district-wide enrollment priorities and make recommendations for implementation as they enhance student success.

**Jurisdiction:**

College: A committee that coordinates, oversees, and reports on functions and programs common to all Reedley College locations.

**Product:**

Recommendations to college council regarding student success improvements in the areas of student support services and structures, student learning, course and program structures, matriculation, and enrollment management.

**Composition:** All positions, unless noted to a specific campus, can be filled by any representative from Madera, Oakhurst or Reedley.

Vice President of Students Services (chair)	Administrator	Standing Member
Dean of Instruction (appointed by the College)	Administrator	Standing Member

8/12/17 to Student Success for Feedback

9/18/17 to Student Success for Feedback

10/2/17 Student Success for Feedback

10/18/17 College Council for 1<sup>st</sup> Read

11/1/17 College Council for 1<sup>st</sup> Read

11/6/17 to Enrollment Management Subcommittee to Review

2/13/18 Approved by Academic Senate as Amended (Added SSSP Matriculation Coordinator as Standing Member for Enrollment Management)

2/21/18 Approved by College Council

President)		
Matriculation Coordinator (co-chair)	Certificated	Standing Member
Director of College Relations and Outreach	Classified Management	Standing Member
Madera/Oakhurst Administrator – VP of Instruction/Dean or designee (appointed by the College President)	Administrator	Standing Member
Dean of Students	Administrator	Standing Member
Basic Skills Coordinator	Certificated	Standing Member
Director of Financial Aid	Certificated Management	Standing Member
Institutional Researcher	Classified	Standing Member
Student Equity Coordinator	Certificated	Standing Member
DSPS representative (appointed by the Academic Senate)	Certificated	
Admissions and Records Manager	Classified Management	
One faculty from Writing, Math, or Tutorial Center (appointed by the Academic Senate)	Certificated	
Counseling faculty (appointed by the Academic Senate)	Certificated	
Madera/Oakhurst Representative (appointed by Academic Senate) <del>recommend ESL</del>	Certificated	
2 Representatives from Division A (appointed by the Academic Senate)	Certificated	
2 Representatives from Division B (appointed by the Academic Senate)	Certificated	
2 Representatives from Division C (appointed by the Academic Senate)	Certificated	
CSEA representative (appointed by CSEA) recommend “administrative business services”	Classified	
Student representative (appointed by ASG)	Student	
Auxiliary/non-instructional faculty – Library (appointed by Academic Senate)	Certificated	

**Meeting Schedule:**

Meetings will occur twice per month – 1<sup>st</sup> & 3<sup>rd</sup> Monday of the month at 2:00 p.m.  
Subcommittees will meet at 3:00pm. Subcommittees will meet once a month on alternating Mondays.

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**Quorum:**

No action shall be taken on any agenda item without the presence of a majority of the membership of the committee.

**Voting:**

Any official action of the committee will require an affirmative vote of the majority of members present at a regular or special meeting.

**Operating Procedures:**

1. The Chair prepares agendas and calls meetings.
2. All notes and minutes will be recorded and posted on Blackboard.
3. All activities are in accordance with district policies and guidance.

**Reedley College Strategic Plan 2017-2021**

Reedley College Strategic Directions: Student Success Committee activities will align with and support the following strategic directions.

The Student Success Committee in addition to the Basic Skills Subcommittee and Enrollment Management Subcommittee directly impacts the following goals of the 2017-2021 Strategic Plan:

- 1.0 Excellence in Education
  - 1.a Instructional Services
  - 1.b Student Support
- 2.0 Institutional Effectiveness
  - 2.a Foster student success
  - 2.c Engage in collaborative and integrated planning
  - 2.d Intentionally pursue inclusion
  - 2.e Maximize resources (financial and other)
- 3.0 Leadership in a Higher Education and Community Collaboration
  - 3.a Establish environments for community engagement
  - 3.b Foster and expand partnerships (industry, community and internal)
- 4.0 Accreditation of Madera Community College Center

**SUBCOMMITTEES:**

The subcommittees will develop recommendations and report to the Student Success Committee. Recommendations and reports will be forwarded to College Council as necessary.

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Enrollment Management  
Basic Skills

Ad hoc committees are established as needed.

Funding specific to a campus or campuses shall be allocated under the purview of that campus's or those campuses' committee representatives.

**Reedley, Madera and Oakhurst Campus Basic Skills Initiative Subcommittee**

The Basic Skills Coordinator will serve as a member of the Coordinators' Collaborative, offering input and recommendations based on the discussion and priorities of the subcommittee for future goals and activities. The subcommittee will assist in developing and implementing strategies to address the goals and activities stated in the current Integrated Plan as well as review basic skills data, monitor progress on stated goals and propose new techniques to improve student success. The subcommittee will report and develop the Basic reporting for recommendation to the parent committee.

**The Basic Skills Subcommittee will maintain its budget for activities designated in the current Integrated Plan and will report its continuing progress to the parent committee, and ultimately be forwarded to College Council.**

**Subcommittee Membership:** All positions, unless noted to a specific campus, can be filled by any representative from Madera, Oakhurst or Reedley.

BS Coordinator (subcommittee chair to be appointed from the instructional faculty positions)	Certificated	
Representative from Outreach and Matriculation	Classified Management or Certificated	
DSPS representative (appointed by the Academic Senate)	Certificated	
Dean of Students	Administrator	
One faculty from Writing, Math, or Tutorial Center (appointed by the Academic Senate)	Certificated	
Counseling faculty (appointed by the Academic Senate)	Certificated	
Mathematics Program representative (appointed by Academic Senate)	Certificated	
Composition/Literature Program representative (appointed by Academic Senate)	Certificated	
Reading Program representative (appointed by Academic	Certificated	

Senate)		
Career Technical Education Program representative (appointed by the Academic Senate)	Certificated	
ESL Program representative (appointed by Academic Senate)	Certificated	
Student representative (appointed by ASG)	Student	
Two representatives from content areas (appointed by Academic Senate)	Certificated	
Non-Instructional faculty – Library	Certificated	
Two representatives from the Madera/Oakhurst campus	Certificated	

**Quorum:**

**No action shall be taken on any agenda item without the presence of a majority of the membership of the committee**

**Voting: Any official action of the committee will require an affirmative vote of the majority of members present at a regular or special meeting.**

**Enrollment Management Subcommittee**

**Purpose**

The committee will coordinate, communicate, develop and recommend enrollment management procedures, processes and strategies that support enrollment planning and decision-making.

- Evaluate and recommend short and long-term enrollment goals taking into consideration external and internal conditions and available resources.
- Identify prospective student markets as determined by such factors as feeder high school enrollment trends, regional demographics, economic trends, emerging demands for skilled workers, enrollment growth targets and other factors and work to develop, evaluate, and improve recruitment strategies accordingly to promote student success.
- Assess and recommend modifications to enrollment processes and protocols to ensure ease of use for students and efficient utilization of college resources.
- Facilitate the use of data to support enrollment planning and decision-making to facilitate student persistence and success.
- Assess and recommend modifications (if appropriate) to optimize course scheduling practices to promote student persistence and success and promote the efficient utilization of college resources
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- Review district-wide enrollment priorities and targets and make recommendations for implementation.

**Product**

An Enrollment Management Plan (the format and duration of same to be determined in the subcommittee).

**Composition**

**Subcommittee Membership:** All positions, unless noted to a specific campus, can be filled by any representative from Madera, Oakhurst or Reedley.

Vice-President of Instruction – (chair)	Administrator	Standing Member
Director of College Relations and Outreach	Classified Management	Standing Member
Admissions and Records Manager	Classified Management	Standing Member
Vice-President of Administrative Services or designee	Administrator	Standing Member
Counseling faculty (appointed by the Academic Senate)	Certificated	Standing Member
Director of Financial Aid	Certificated	Standing Member
Business Services Supervisor	Classified Management	Standing Member
Director of Marketing and Communications	Classified Management	Standing Member
Madera/Oakhurst representative (appointed by the Academic Senate)	Certificated	
Academic Senate representative (appointed by Academic Senate)	Certificated	
Student representative – (appointed by ASG)	Student	
Department Chair or faculty designee from Div A	Certificated	
Department Chair or faculty designee from Div B	Certificated	
Department Chair or faculty designee from Div C	Certificated	
Department Chair rep from Counseling (could replace Counseling Faculty appointed by Academic Senate if approved by Senate)	Certificated	
Vice President of Student Services or designee	Administrator	Standing Member

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Vice President of MO or designee	Administrator	Standing Member
Director of Institutional Research and Evaluation	Classified Management	Standing Member
SSSP Matriculation Coordinator	Certificated	Standing Member

Other members appointed as needed.

**Quorum:**

**No action shall be taken on any agenda item without the presence of a majority of the membership of the committee**

**Voting:**

**Any official action of the committee will require an affirmative vote of the majority of members present at a regular or special meeting.**

Meetings

The subcommittee will meet monthly on the first Monday, generally from 3 to 4pm. Working groups may meet at such times as are convenient for group members.

Each committee will establish a site utilizing the District’s course management software and will be responsible for its maintenance. Past and current agendas and minutes, along with other documents, will be posted to this site.

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



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