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 research to identify, implement, and monitor improvements to practices and procedures; build partnerships between student services and instruction; ensure that students have equal access to curriculum and services; and monitor the implementation of Student Success Taskforce Recommendations and legislation.

The Committee will form a Reedley College Basic Skills Subcommittee, Madera/Oakhurst 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 Student Success Task Force recommendations and legislation
- Offer workshops to promote study skills and critical thinking skills across the curriculum

B. Course and Program Structure
- Supporting 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 information 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

RC Academic Senate approved 10/8/13
RC College Council approved 10/16/13

C. Matriculation
- Review and recommend best practices for entry-level placement policies and procedures
- Evaluate and improve college outreach and recruitment program
- Facilitate and improve internal communication throughout the matriculation process.
- Facilitate, support implementation, and evaluate Registration to Go (RTG) processes and activities.
- 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 to address Student Success Task force legislation and recommendations, 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.
- 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.

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:

Vice President of Students Services (chair)	standing member
Dean of Instruction (appointed by the College President)	standing member
Matriculation Coordinator (co-chair)	standing member
Madera/Oakhurst Administrator - VP of Instruction/Dean or designee (appointed by the College President)	standing member
Admissions and Records manager	
DSPS representative (appointed by the Academic Senate)	
Director of Student Success	standing member
Basic Skills Initiative Coordinator	standing member
One faculty from Writing, Math, or Tutorial Center (appointed by the Academic Senate)	

Counseling faculty (appointed by the Academic Senate)	
Director of Financial Aid	standing member
Madera/Oakhurst Representative (appointed by Academic Senate) recommend ESL	
2 Representatives from Division A (appointed by the Academic Senate)	
2 Representatives from Division B (appointed by the Academic Senate)	
2 Representatives from Division C (appointed by the Academic Senate)	
CSEA representative (appointed by CSEA) recommend "administrative business services"	
Student representative (appointed by ASG)	
Auxiliary/non-instructional faculty – Library (appointed by Academic Senate)	
Institutional Researcher	standing member

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

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

Voting:
Qualified consensus cannot be called unless a quorum is present at the time of action. Qualified consensus is reached when a recommendation is deemed sufficiently agreeable such that no more than (3) members of the group oppose it. Dissenting means that you do not agree with the motion. Consensus cannot be called unless a quorum is present at the time of action. Dissenters are heard and if members are swayed, they can call for another motion.

The Committee uses a majority of members present at quorum for decision-making.

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.

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RC College Council approved 10/16/13

<u>Reedley College Strategic Plan 2013 – 2017</u>
Reedley College Strategic Directions: Student Success Committee activities will align with and support the following strategic directions.

The Student Success Committee will focus on the following Strategic Directions:

1.1 Assist students in creating a clear vision towards their educational goals through the development of an educational plan. (DO 1.2)
1.3 Increase students' campus and community engagement in order to facilitate persistence and completion rates for all students. (DO 1.5, 4.3)
1.4 Develop strategies to address unique needs of students to aid their academic success.
2.3 Provide broad-based instructional support services relevant to the diverse needs of the students. (DO 2.3)
3.3 Provide and support opportunities for faculty development that foster innovation. (DO   3.5)
5.2 Ensure instruction and services for students are sufficient, equitable and consistent across locations.

The Basic Skills subcommittees for Reedley and Madera:

3.2 Improve courses and programs through the analysis of multiple measures for basic skills courses, transfer level courses, career technical education and distance education. (DO 3.3)

The Enrollment Management subcommittee:

2.1 Improve student admission, registration, counseling, and orientation services to optimize student educational planning. (DO 2.2)
5.1 Establish systems and procedures that increase collaboration between Reedley, Madera and Oakhurst that work towards the integration of policies, uniformed procedures and processes.
6.2 Promote communication and collaboration about college programs, services and activities between Reedley, Madera, and Oakhurst. (DO 5.2)
6.4 Maintain and improve communication between Reedley, Madera and Oakhurst and their surrounding communities (DO 5.4)

SUBCOMMITTEES:

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

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 Campus Basic Skills Initiative Subcommittee

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. The subcommittee will report and develop the Basic Skills Initiative Annual Report for recommendation to the parent committee.

The Action Plan and budget will be reported to the Student Success Committee and forwarded to College Council.

Subcommittee Membership

BSI Coordinator (subcommittee chair to be appointed from the instructional faculty positions)	
Matriculation Coordinator	
DSPS representative (appointed by the Academic Senate)	
Student Success & EOPS Director	
One faculty from Writing, Math, or Tutorial Center (appointed by the Academic Senate)	
Counseling faculty (appointed by the Academic Senate)	
Mathematics Program representative (appointed by Academic Senate)	
Composition/Literature Program representative (appointed by Academic Senate)	
Reading Program representative (appointed by Academic Senate)	
Career Technical Education Program representative (appointed by the Academic Senate)	
ESL Program representative (appointed by Academic Senate)	
Two representatives from content areas (appointed by Academic Senate)	
Non-Instructional faculty – Library	

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

Voting: Consensus model.

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Madera Center/Oakhurst Basic Skills Initiative Subcommittee

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. The subcommittee will also develop the Basic Skills Initiative Annual Report for recommendation to the parent committee.

The Action Plan and budget will be reported to the Student Success Committee and forwarded to College Council.

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

Voting:
Consensus Model

Subcommittee Membership

BSI Coordinator	
Dean appointed by College President (Chair)	
Counseling faculty (appointed by Academic Senate)	
ELC Coordinator (appointed by Academic Senate)	
Instructional faculty at-large (appointed by Academic Senate)	
ESL Program representative (appointed by Academic Senate)	
Mathematics Program representative (appointed by Academic Senate)	
Composition/Literature Program representative (appointed by Academic Senate)	
Reading Program representative (appointed by Academic Senate)	
CSEA representative (accountant preferred)(appointed by CSEA)	
Student representative (appointed by ASG)	

Enrollment Management Subcommittee

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

Subcommittee Membership

Vice-President of Instruction – (chair)	Standing member
Matriculation Coordinator	Standing member
Admissions and Records manager	Standing member
Vice-President of Administrative Services	Standing member
Counseling faculty (appointed by the Academic Senate)	Standing member
Director of Financial Aid	Standing member
Business Services supervisor	Standing member
Public Information Officer	Standing member
Madera/Oakhurst representative (appointed by the Academic Senate)	
Academic Senate representative (appointed by Academic Senate)	
Student representative – (appointed by ASG)	

Other members appointed as needed.

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

Voting:
Consensus model

Each 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.