

**Student Success Committee
Agenda
Thursday, October 16, 2014
SC-204 / 2:30pm – 4pm**

- I. Addition(s)/Deletion(s) to Agenda
- II. Approve Agenda
- III. Approve Minutes
- IV. Review Charges to finalize
- V. SSSP Report update
- VI. Student Equity
- VII. In-house Marketing
- VIII. Other

REMINDER:

Meetings are held the 1st & 3rd Thursday of each month. Please submit your agenda items no later than Tuesday before the meeting.

Charge to the Student Success Committee

CHARGE:

Promote student success by serving as an advisory committee to the College Planning Council (CPC) working collaboratively with Academic Affairs, Student Affairs, Program Review Committee, Academic Senate, and the Associated Student Government. *The San Jose City College Student Success Committee will serve as an instrument for college-wide collaboration with regard to student access, achievement and engagement.*

The committee will provide leadership for the planning, implementation and evaluation of a comprehensive student success plan that includes, but is not limited to components of the Student Success and Support Program plan, Student Equity plan and Basic Skills Initiative.

In addition, the committee will monitor and make recommendations to the College Planning Council and Academic Senate.

GUIDING PRINCIPLES: Committee members are expected primarily to represent general institutional interests beyond the interests of their disciplines, division, or special interests. Members will work in an open, collaborative, and objective process toward consensus on recommendations to promote student success and to align with the District and College mission and values.

RESPONSIBILITIES:

1. Review and contribute to the College Student Success & Support Program (Matriculation Plan), Student Equity and Basic Skills plans
2. Make recommendation on college-wide student success performance indicators and other college data
Recommend priorities for funding of student success programs and activities to the Finance committee. Make recommendation on prioritizing resource allocation with funding.
3. Gather & monitor college student success data
4. Establish working groups Identify strategies already in place that help students achieve success.
5. Identify achievement and equity gaps where strategies need to be developed.
6. Develop a Student Success and Support Program plan to guide the college's work in creating pathways.
7. Identify obstacles to student success.
8. Implement immediate actions to address/remove obstacles.
9. Establish clear local definitions and measures of student success.
10. Establish specific success goals or targets for the current academic year.
11. Develop long-term action plans/interventions for improving student success.
12. Recommend priorities for the basic skills and student success agenda.

13. Collaborate with other established groups, committees, taskforces and programs to share information and minimize duplication of efforts.
14. Publicize recommendations to other shared governance bodies on campus.

OPERATING REQUIREMENTS:

1. Agenda and minutes shall be posted in an electronic folder in advance and at the meetings.
2. Committee actions should reflect a majority vote by a quorum of the members.
3. Meetings will be held on the 1st and 3rd Thursday of month from 2:30 pm – 4:00 pm throughout the academic year.
4. Meetings are open to all members of the College community.

MEMBERSHIP: The member shall represent the broad areas of instruction including transfer/general education programs, vocational programs, and basic skills/ESL programs and Student Affairs including matriculation/counseling and special programs.

The committee membership will consist of the following:

- Four faculty appointed by the Academic Senate
- Four students appointed by the Associated Student Government
- Four classified appointed by CSEA
- Four administrators appointed by MSCC and the College President
- Co-chairs of the Basic Skills committee
- One member from the Office of Research and Institutional Effectiveness (RIE)

The Student Success Committee will be co-chaired by the Vice-President of Student Affairs and a faculty member.

Mission - *Our work is about improving and expanding student learning through quality services and quality teaching.*

Definition - *“Student Success is commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”* Student Success Committee