

**STUDENT SUCCESS COMMITTEE  
Terms of Reference**

**A. Authority**

The Student Success Committee operates through the authority of and reports to the president. Recommendations from the committee are submitted through either the Director of Student Life to the Vice President for Student Services or, as appropriate, the Dean of Academic Programs to the Vice President for Instructional Affairs for approval by the president.

**B. Purpose**

The Student Success Committee makes recommendations to the president through the Director of Student Life, the Vice President for Student Services, or the Dean of Academic Programs to the Vice President for Instructional Affairs and the president on matters in support of Student Success at the college. The committee can make recommendations through the Council of Chairs to the Executive Committee. The committee can also make recommendations on matters of student success to other administrators, coordinators, and units at the college.

**C. Membership**

The members of the Student Success Committee are selected at the beginning of each academic year and ought to include but is not limited to:

- Faculty representatives from the national site
- Staff representatives from the national site
- Student representatives from national site
- Faculty representative from each state site
- Student services coordinators from each site

The Director of Student Life is a nonvoting ex officio member of the committee. The Dean of Academic Programs is a nonvoting ex officio member of the committee. The Vice President for Student Services is a nonvoting ex officio member of the committee.

The Student Success committee will elect members to be chair, vice-chair, and secretary

Responsibilities of committee members are to:

- Carry out committee assignments;

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

#### D. **Organization**

##### **Officers**

Officers are elected at the first meeting in May. If no meeting occurs in May, then at the first meeting thereafter the month of May. Officers remain as officers-elect until the following August. During the interim between May and August both the outgoing chair and the chair-elect attend the Council of Chairs meetings. The outgoing chair holds the voting position on Council of Chairs until August. The officers-elect are inaugurated as the committee officers at the end of a transition and training session to be held in August. All officers must attend the August training session.

The responsibilities of the **chairperson** are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner;

The responsibilities of the **vice-chairperson** are to:

- Preside over meetings in the absence of the chair and
- Assist the chairperson with the above responsibilities.

The responsibilities of the **secretary** are to:

- Take and prepare accurate minutes;
- Assist the chairperson in preparing the agenda and distribute at least one working day prior to the meeting;
- Record attendance of committee members.
- Ensure that teleconferencing or equivalent technological arrangements are made for each meeting
- Distribute and post the minutes electronically; and
- Maintain the committee wiki presence or the equivalent electronic arrangements for retaining committee documents

#### E. **Meetings**

Meetings are held at least once a month. The schedule is determined at the beginning of each academic term. Meetings may be held face to face or via teleconferences or other communication technologies.

A quorum is formed by presence of five or more members of the committee including at least one officer.

A simple majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

A **working group** consists of a subset of the members of the committee and/or members from outside the committee. A working group is created by the chairperson to respond to a specific challenge. If a working group is required, working group meetings are held as needed for the duration of the task. The working groups report results to the full committee.

#### F. **Responsibilities**

The responsibilities of the Student Success committee are to:

- Draft or revise policies and/or procedures assigned to or identified by the committee relating to student life, counselling, tutoring, and collaborations between instructional, student support, student services, and other units in support of student success.
- Review and provide input on all major documents relating to student life, counselling, tutoring, and other areas of student support.
- Review and provide input on metrics such as retention, course completion rates, graduation rates, time to graduation, and other measures of student success and retention.
- Review and provide input on major programs, projects, and initiatives related to student success and retention.

#### G. **Communications & Distribution of Information**

To ensure broad participation and input from the college community, agenda items can be submitted to the chairperson by the members of cabinet, college standing committees, faculty, staff, students, the Student Body Association, the Faculty Staff Senate, and the president.

- All meetings will have preliminary notes distributed within seven days.

- Minutes will be distributed electronically within ten working days of the meeting to members for their review.
- Members are to comment within the next five working days.
- The minutes will be officially adopted at the next meeting. The secretary of the committee then distributes the official minutes to all committee members, the Director of Student Life, and members of cabinet.
- To ensure broad participation and input from the college community, minutes will be posted on the college wiki or the equivalent college document management system.

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