Student Success Committee  
Operating Agreement

**Purpose**  
To provide oversight and implementation for student success committee goals as articulated by the strategic plan and educational master plan, as well as other related institutional priorities (i.e. Basic Skills Planning matrices and the Achieving the Dream Initiative). The primary goal of SSC is to improve student success on campus, by reviewing and analyzing data concerning completion (whether of a sequence, of transfer requirements to a four-year university, of awards requirements, etc.) and making recommendations to the appropriate bodies for institutional improvement.

**Composition (by position/representation)**  
The Student Success Committee structure was developed to provide a broad-based committee inclusive of representatives from all aspects of the campus community. Being a joint standing committee of Academic Senate and Shared Governance Council, the committee is to provide a working group of individuals that will provide an oversight function that is critical to improve student success completion and awards productions, as well as to oversee the BSI funds and projects, managed under the Basic Skills Subcommittee. Anyone (especially those with a BSI funded project) can participate in committee meetings and/or activities; however, voting members are as follows:

**Student Success (20 members)**

*Faculty*
- Counseling (1)
- English (1)
- Math (1)
- Office of Special Services (1)
- Faculty Members-at-Large (2), appointed by the Academic Senate
- AFT Faculty (2)
- Basic Skills Coordinator
- Matriculation Coordinator
- Staff Development Coordinator (or designee)
- Academic Senate President (or designee)
- Achieving the Dream Coordinator

*Administration*
- Dean of Institutional Effectiveness (or designee)
- Dean of Student Life (1)
- Dean of Financial Aid (1)
- Vice President of Academic Affairs (or designee)
- Vice President of Student Services (or designee)

*Staff*
- AFT Classified Guild (1)

*Students*
- ASO Student Representative (1)

Voting positions may be replaced or archived based on lack of attendance. To reinstate a voting position, the position must be petitioned and recommended by Academic Senate and SGC. Faculty representatives members are appointed by Academic Senate. Designees are expected to serve for the entire term of membership.
Operating Procedures

I. Meetings
   a. Meeting times – Fourth Mondays of the Month from 12:30-2:00 pm
   b. Quorum - A quorum will consist of 50 percent of the voting members plus one. Every effort will be made to reach consensus on proposed actions. Substitutes may not be used to reach a quorum, and proxy voting is not permitted.
   c. Open Meetings – As a joint committee of the Academic Senate and the Shared Governance Council, all meetings must comply with the Brown Act.
   d. Conduct of Meetings – We will make use of Roberts Rules of Order.
   e. Selection of Committee Co-Chairs – The committee will be chaired by two co-chairs, with one chair from student services and the other from academic affairs. One of the chairs is the Basic Skills Coordinator, who will head the Basic Skills Subcommittee, and the other is elected by the membership of the committee, who will head the Student Success Committee. The term of the elected co-chair is two years.
   f. Minutes/Notes - The committee will assign a secretary who will record meeting minutes which will be posted on the College web site.

II. Agendas
   a. Agenda Building – The co-chairs will meet before the meeting to develop an agenda. The agenda will consist of committee reports, as well as substantive discussion on student success issues.
      The second Monday meeting will focus on the planning and monitoring of basic skills funded projects, headed by the Basic Skills Coordinator, and the fourth Monday meeting will focus on creating a campus culture of student success, headed by the Student Success Committee Chair.

III. Decision Making/Recommendations
   a. Being a joint standing committee of Academic Senate and Shared Governance Council, recommendations from SSC are forwarded to Academic Senate and/or Shared Governance Budget Council for approval. Recommendations pertaining to academic and professional matters will be forwarded to Academic Senate for review and approval. Recommendations pertaining to budget prioritization or allocation of funds will be forwarded to Academic Senate first, for its review and approval or further recommendations, and then to the SGC Budget Committee for review and approval.
   b. Recommendations from subcommittees are forwarded to the Student Success Committee for action.

IV. Communications
   a. Notification – The Student Success Chair notifies all members of the general session meetings and provides the proposed agenda within 72 hours of the scheduled meeting date.
   b. Reporting to Constituents – Committee members are responsible for reporting out to their constituencies.
   c. Annual Report - The Annual Committee Assessment Report will be prepared by Basic Skills Coordinator, discussed and approved by the Student Success Committee and posted on the Student Success Website.

Committees/Subcommittees/Task Forces/Workgroups

I. Basic Skills Subcommittee – Members appointed by the Student Success committee will review project proposals and prioritize and allocate funds as recommendations to SSC, before being reviewed by Academic Senate for approval or further recommendations and then to Shared Governance Council. Also, the subcommittee members will oversee the tracking and assessment of Basic Skills funded projects. Finally, the members will review and analyze data on basic skills courses to make recommendations to SSC, before the recommendations are forwarded to the Academic Senate for approval.

II. Assessment/Tracking/Research Subcommittee– Members appointed by the Student Success Committee will report to SSC on the data gathered concerning student success (the data team component of Achieving
the Dream Initiative) in order for Student Success committee to analyze (the core team of Achieving the Dream Initiative) and the SSC will make recommendations of improving completion to Academic Senate and Shared Governance Council.

III. Additional subcommittees – additional subcommittees not listed in this operating agreement may be authorized as needed by the Student Success Committee.

IV. Subcommittee membership – members of subcommittees need not be members of the Student Success Committee. Subcommittee chairs are responsible for reporting subcommittee findings and recommendations to the Student Success Committee.

**Plan Linkages**
The Student Success Committee will be responsible for the following sections of the LACC Strategic Plan 2008-2013:
Goal B – Success: Increase Student Success and Academic Excellence
B.1 Increase Associate degrees awarded and transfer to four year colleges for all students
B.3 Improve essential skills outcomes for all students.
B.4 Expand the role of Staff and Organizational Development and create opportunities that assist faculty in addressing students’ academic preparedness.
B.7 Create additional programs and activities that encourage student engagement and lead to greater student success.