



HARTNELL COMMUNITY COLLEGE DISTRICT

[STUDENT AFFAIRS COUNCIL HANDBOOK]

THE FOUR PILLARS OF GUIDED PATHWAYS

The Student Affairs Success Council is dedicated to providing student-centered decision making in all we do. The Four Pillars of Guided Pathways direct all initiatives:

- How can we contribute to creating clear curricular pathways for students leading to employment and further education?
- How can we help students choose and enter their pathway?
- How can we foster an environment where students stay on their path?
- How can we ensure that learning is happening with intentional outcomes?

At the start of each meeting, it is recommended a member of the council or subcommittee will read the charge to group members as a way to center and ground upcoming discussions through a deliberate Guided Pathways focus.

For council agendas, it is recommended that action, discussion and informational items are linked to the Four Pillars.

STRATEGIC PLAN 2019-2024 CORE OUTCOMES

- Core Outcome 1 – Degree/Certificate Completion
- Core Outcome 2 – Degree/Certificate Completion Efficiency (Units & Time)
- Core Outcome 3 – Transfer to Four-Year Institutions
- Core Outcome 4 – Student Employment Following Training and/or Degree/Certificate Completion

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

- All Governance Council meetings will be conducted using Robert's Rules of Order. The Hartnell Council will have authority for the following aspects of the Governance System and for establishing the following general operating procedures for all Councils.

AGENDAS

The tri-chairs develop the agenda for council meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the tri-chairs.

ESTABLISHMENT OF WORK GROUPS

SASC retains the right to form ad hoc committees for special circumstances or situations, as needed. Ad hoc committees are appointed based on a majority vote from the council membership. Ad hoc committees should include (but are not limited to) existing council members. The appropriate constituency group should approve

outside members. All faculty members (whether already approved to the council or volunteering from without) must be approved by the Academic Senate.

EVALUATION OF COUNCIL AND REVIEW OF PURPOSE AND RESPONSIBILITIES

SASC will evaluate its progress and success every two years and review and update its purpose statement and responsibility sections every five years.

FREQUENCY OF MEETINGS AND FORMAT SASC meets every month during the academic year but may call special meetings as needed. Every other month, the SASC will hold a joint meeting with the Academic Affairs Success Council. SASC and all subcommittees will meet in a hybrid format (face-to-face w/an online option, except when required by law to meet face-to-face) to encourage and maximize participation from constituents from the various campuses.

STUDENT AFFAIRS SUCCESS COUNCIL CHARGE

Working collaboratively with other councils and committees, the Student Affairs Success Council researches contemporary issues and trends and promotes best practices related to the services and programs that contribute to student success and the quality of campus life. In conjunction with the Academic Affairs Success Council, the SASC provides guidance on system wide policies, initiatives and strategic planning affecting the student learning experience.

COUNCIL RESPONSIBILITIES

1. Make recommendations for items that have college-wide implications or impact concerning student access and success.
2. Review and recommend board policies and administrative procedures for approval or revision.
3. Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to the Student Affairs Success Council. Provide input when appropriate to accreditation processes.
4. Review program review reports and make recommendations to the Hartnell College Council. Annually review and provide input for the resource allocation requests from departments within the Student Affairs Division. Review new program proposals and recommend approval for new programs.
5. Conduct evaluation of the effectiveness of the Council every 2 years.

MEMBER RESPONSIBILITY AND EXPECTATIONS

Council members are responsible for informing their constituent groups about Council actions and matters under review and consideration.