

## College Success Coordinating and Steering Committees

May 21, 2008

### College Success Coordinating Committee

- 1) **Charge:** The role of this committee is to provide a venue to facilitate communication and currency among everyone involved in implementation of the Basic Skills Plan and between the instructional and student services components of the college. The group will seek to ensure that Skyline's Plan is integrated throughout the college. It will be responsible for overseeing the project as a whole and ensuring that the various efforts are well connected to each other, and well embedded in the college's structure. The committee will also identify any gaps that should be addressed. The committee will develop and maintain a calendar of activities to facilitate communication and coordination across the college.
- 2) **Membership:** The committee will be a broadly constituted group representing all of the key components of the project, and co-chaired by the College Success Coordinator and a Vice President. If the Coordinator is a classroom instructor, the Co-Chair would be the Vice President of Student Services. If the Coordinator is a counselor or librarian, the Co-Chair would be the Vice President of Instruction. The members would include:
  - a) College Success Coordinator, Co-Chair
  - b) Vice President of Student Services or Instruction, Co-Chair
  - c) Achieving College Success faculty leader
  - d) Professional Development Coordinator
  - e) Dean of Language Arts
  - f) Dean of Science/Math/Technology
  - g) Dean of Counseling (Matriculation Coordinator)
  - h) Dean of Planning, Research and Institutional Effectiveness
  - i) Public Information Officer
  - j) Technology Coordinator for Skyline
  - k) Math Lab Coordinator
  - l) Writing Lab Coordinator
  - m) Tutor Coordinator
  - n) Counseling Faculty Representative
  - o) Math Faculty Representative
  - p) ESOL faculty representative
  - q) English faculty representative
  - r) Reading faculty representative
  - s) Financial Aid representative
  - t) A&R representative
- 3) **Meeting schedule:** twice monthly or as needed.

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## College Success Steering Committee

- 1) **Charge:** The role of this committee is to address any broad policy decisions that need to be made, prioritize and guide the sequencing of the major components of the project, and ensure appropriate funding.
- 2) **Membership:** The committee will partially overlap in membership with the Coordinating Committee.
  - a) President (Co-chair)
  - b) College Success Coordinator (Co-chair)
  - c) Vice President of Instruction
  - d) Vice President of Student Services
  - e) Professional development coordinator
  - f) Director of Business Services
  - g) SLOAC Coordinator
  - h) CalPASS Coordinator
  - i) Potentially others in the future, as the college's efforts mature
- 3) **Meeting schedule:** two to four times per year, as needed.