HARTNELL COMMUNITY COLLEGE DISTRICT  
STUDENT SUCCESS COMMITTEE HANDBOOK  

MISSION STATEMENT
Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.

VISION STATEMENT
Hartnell College shall provide its diverse communities and student population with equal opportunities for educational access and success.

Hartnell College shall implement programs and services that recognize its culturally diverse community, and provide fair and ethical treatment of its entire population.

Hartnell College shall actively recruit, support and retain the best personnel.

Hartnell College shall seek and dedicate resources to be a technologically advanced institution.

Hartnell College shall support a learning environment that rewards creativity, innovation, and risk-taking.

Hartnell College shall anticipate and respond to change.

Hartnell College shall be a valuable resource and facilitator of change for its communities.

Hartnell College shall enhance its local and global community partnerships and outreach activities.

Hartnell College shall excel in the recruitment, retention, and placement of students.

STRATEGIC PRIORITIES
Strategic Priority 1 - Student Success
Strategic Priority 2 - Student Access
Strategic Priority 3 - Employee Diversity and Development
Strategic Priority 4 - Effective Utilization of Resources
Strategic Priority 5 - Innovation and Relevance for Educational Programs and Services
Strategic Priority 6 - Partnerships with Industry, Business, Agencies, and Education

Hartnell College Mission Statement
Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.
MEMBERSHIP (and terms of service)

◊ Faculty Student Success Committee Coordinator * (permanent position)
◊ Dean, Academic Affairs (LS&R) (permanent position)
◊ Dean of Student Affairs (permanent position)
◊ Dean of Institutional Planning and Effectiveness (permanent position)
◊ Tutorial Services Coordinator (permanent position)
◊ A combination of eight faculty members appointed by the Academic Senate:
  ◊ Math/Science/Engineering
  ◊ Languages and Fine Arts
  ◊ Social and Behavioral Sciences
  ◊ Advanced Technology
  ◊ PE/Athletics
  ◊ Nursing/Allied Health
  ◊ Library
  ◊ Counseling
◊ One representative from each of the following areas:
  ◊ Student Affairs
  ◊ Administrative Services
  ◊ Information Technology

Senate appointed faculty and representatives from Student Affairs, Administrative Services and Information Technology will be expected to serve a 3-year term.

* Reassigned time for faculty Student Success Committee Coordinator to be no less than 30%.

FREQUENCY OF MEETINGS

This committee will meet twice a month. (Days and times to be determined)

PURPOSE

As a shared governance committee, the goal of the Student Success Committee is to research the literature and offer advice and direction to the Academic Senate on matters related to improving the ways in which Hartnell College serves incoming students, most of whom need one/more courses in ESL and/or basic skills, in order to increase their course success, certificate and degree completion, and transfer to four-year institutions, as well as to increase their workplace success. To this end, this committee recommends improvements in pre-registration-matriculation, instructional pathways, instructional support, and student services. This committee is a standing committee of the Academic Senate.
RECEIVES INFORMATION FROM

◊ The committee will receive assessment data from instructional departments, student services units, and administrative units.
◊ Councils, other shared governance committees, and grants managers
◊ Senates (Academic, Student, and Classified)

MAKES RECOMMENDATIONS TO

Hartnell College Academic Senate
Hartnell College Accreditation Council Senates

COMMITTEE RESPONSIBILITIES

1. Will facilitate improvement of developmental education learning methodologies and strategies among Hartnell developmental education faculty and share implementation with faculty across disciplines who serve and support students who need to improve performance in reading, writing, and math skills in order to reach educational goals.

2. Will help shape and facilitate improvement of student services policies and strategies for students as they enter college including orientation, assessment and placement, counseling, and follow-up.

3. Will help shape and implement improved strategies in instructional pathways identified for entering students: learning communities, such as the Academy for College Excellence (ACE) and Fundamentals Across Careers & Transfer Skills (FACTS), linked courses, accelerated courses, lab courses, and regularly scheduled courses.

4. Will address student instructional support needed at the college including peer tutorial services and Supplemental Instruction (SI), Directed Learning Activities (DLAs), open lab support in reading, writing, and mathematics, and appropriate lab courses.

5. Will advance recommendations made in the Hartnell BSI Blueprint to ensure continued improvement of pre-registration-matriculation and the organization and delivery of developmental education, degree applicable and transfer level course work, and the improvement of both instructional and student services support at the college.

6. Will update the required BSI overall long-term goals, develop the annual Action Plan, follow up on the plan’s activities, and prepare mandatory reports.

7. Will forward recommendations in the Blueprint to campus governance groups and work to ensure their adequate funding.

8. Will evaluate the strategies implemented in areas of pre-registration-matriculation, instructional pathways, instructional support, student services and follow up, and document their effect on student success.
9. Will support professional development activities designed to increase success of students who need to improve performance levels in reading, writing, and mathematics.

10. Will annually ensure accountability of all BSI funds.

Outcomes/Products

◊ Activities designed to improve pre-registration-matriculation, instructional pathways, instructional support, student services, and follow up.
◊ Report for the Academic Senate on proposed BSI Annual Action Plan and Expenditure Plan (prior to submission to the Chancellor’s Office).
◊ Annual BSI Action Plan and Expenditure for the Chancellor’s Office.
◊ Periodic reports for the Academic Senate on activities and their effect on student success and on the BSI current year and end-of-year expenditures.
◊ End-of-year report on activities and their effect on student success and on expenditures for the Chancellor’s Office.
◊ Campus-wide professional development activities designed to improve pre-registration-matriculation, instructional pathways and support, student services, and follow up.

EVALUATION OF COMMITTEE EFFECTIVENESS

◊ Conduct annual evaluation of the effectiveness of the Committee (spring semester).