



# HARTNELL COMMUNITY COLLEGE DISTRICT

## ***ADVISORY RESEARCH GROUP***

*(A subcommittee of the Technology Development Council)*

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### **VISION STATEMENT**

Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

### **MISSION STATEMENT**

Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

### **VALUES STATEMENTS**

- ***Students First***

We believe the first question that should be asked when making decisions is “What impact will the decision have on student access, learning, development, achievement, leadership, and success?”

- ***Academic and Service Excellence***

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- ***Diversity, Equity, and Inclusion***

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- ***Ethics and Integrity***

We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- ***Alliances***

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- ***Leadership and Empowerment***

We commit to growing leaders through opportunity, engagement, and achievement.

- ***Innovation***

Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

- ***Stewardship of Resources***

We commit to effective utilization of human, physical, financial, and technological resources.

- ***Health, Safety, and Security***

We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

## **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

## **MEMBERSHIP (and terms of service)**

- ◇ Vice President of ITR or designee (permanent)
- ◇ Director of Institutional Research (co-chair, permanent)\*
- ◇ Program Planning and Assessment Specialist (faculty special assignment) (permanent)
- ◇ Outcomes and Assessment Specialist (classified position/permanent)
- ◇ 2 Academic Dean / Director (2-year term, to be appointed by superintendent/president)
- ◇ 3 Faculty (2-year term, to be appointed by Academic Senate)
- ◇ 3 Classified Staff (2 CSEA, 1 L-39, 2-year term, to be selected by CSEA and L-39)
- ◇ 2 Students (1-year term, to be selected by Associated Students)

\*Co-chair to be selected by the Committee amongst committee members

## **MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE**

- ◇ Committee members are responsible for keeping their constituent groups informed about Committee actions and matters under review and consideration.
- ◇ Committee members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.
- ◇ Committee members commit to preparing in advance of meetings, and to participating fully in Committee meetings.
- ◇ Committee members commit to engaging in civil and respectful discussion, debate, and deliberation.
- ◇ Committee members commit to working toward consensus in Committee deliberations prior to taking action. Committee members reserve their right to cast an independent vote.
- ◇ Committee members commit to supporting all actions taken by the Committee, regardless of the viewpoint each member may individually hold or express on any specific issue or action item.

## **FREQUENCY OF MEETINGS**

Monthly during the academic year.

## **VOTING TO RECOMMEND ACTION/APPROVAL**

Recommended action/approval will be determined by a simple majority of those members present.

## **PURPOSE**

As a subcommittee of the Technology Development Council, the Advisory Research Group's (ARG) primary focus is on student success data, which includes providing input for new research projects and metrics definition, analyzing research data results, and designing district-wide reports used in the SLO and PPA processes. Additionally, the ARG works closely with the Data Analytics and Reporting Team (DART) to refine the Electronic Data Warehouse (EDW) database design and to help with report creation and data vetting.

## **RECEIVES INFORMATION FROM**

The following sources appropriate to the work of the Committee, including but not limited to: employees, students, other councils and committees, Academic Senate, program reviews, SLOs, accreditation, performance indicators, site visits, institutional effectiveness outcomes, existing plans and initiatives, labor market information, community and partner input, other trends and/or forecasts.

## **MAKES RECOMMENDATIONS TO**

- ◇ Technology Development Council (TDC)
- ◇ Office of Institutional Planning, Research and Effectiveness (IPRE)
- ◇ Information Technology Resources (ITR)
- ◇ Other councils/committees/representatives as needed

## **AGENDAS**

The chairs and/or co-chairs develop the agenda for committee meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

## **COMMITTEE RESPONSIBILITIES**

### **1. COMMITTEE RECOMMENDATIONS**

- ◇ Provides recommendations to the TDC, Office of IPRE, ITR, and others for needs and content related to district research and student success.

### **2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES**

- ◇ Provides input to the Technology Development Council for Board policies and administrative procedures related to district research.

### **3. ACCREDITATION**

- ◇ Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to district research.
- ◇ Provide input when appropriate to accreditation processes.

### **4. BUDGET**

- ◇ Recommend needed research-related budget items to the Technology Development Council.

### **5. PLANNING/RESEARCH**

- ◇ Review college goals and key performance indicators regularly as related to district research data and student success.
- ◇ Review and recommend approval of research data and reports.
- ◇ Review published research data for accessibility and FERPA compliance and make recommendations for improvement.

### **6. EVALUATION OF COMMITTEE EFFECTIVENESS**

- ◇ Conduct evaluation of the effectiveness of the Committee every 2 years.