Hartnell College 2.0

ORGANIZATIONAL STRUCTURE
FOR COLLEGE RE-DESIGN

The organizational structure for College Re-Design includes

The Assembly for College Re-Design

CHARGE
The Assembly convenes to:

- Address salient issues in the college re-design process;
- Discuss issues that crosscut Inquiry and Design Teams; and
- Consider status reports from Inquiry and Design Teams.

The Assembly determines whether one or more proposed modifications in college re-design aimed at improving student success and institutional effectiveness are moved forward to the College Planning Council for its consideration. Certain items may require consideration by the Academic Senate.

MEMBERSHIP
The Assembly is comprised of Steering Committee members; the Leads, Co-Leads, and members of Inquiry and Design Teams; and any other interested employee or student at the college.

MEETINGS
The Assembly meets biweekly during the academic year and is chaired by the Coordinators. All meeting participants have equal standing, are encouraged to share their ideas, and otherwise invited to engage in respectful, collegial conversation for agenda items under discussion.

APPOINTMENT & RESPONSIBILITIES OF COORDINATORS
The Coordinators are appointed by the Superintendent/President, and are responsible for:

- Scheduling, establishing the agenda for, and chairing meetings of The Assembly and Steering Committee;
- Ensuring that Administrator Leads and Faculty and Staff Co-Leads are appointed to teams;
- Ensuring that interested administrators, faculty, staff, students, and external stakeholder representatives are assigned to teams;
- Integrating and coordinating the sequencing of work across the Inquiry and Design Teams;
- Reporting timely issues for college re-design to the College Planning Council; and
- Bringing proposed modifications in college re-design and the organizational structure for college re-design to the College Planning Council for its consideration.
Steering Committee

CHARGE
The Steering Committee:
- Provides strategic leadership for and assesses progress on the college re-design process; and
- Contributes input to and supports the Coordinators, including but not limited to establishing agenda for Assembly meetings and considering issues of organizational structure.

MEMBERSHIP
The Steering Committee is comprised of the following members:
- Faculty Coordinator
- Administrator Coordinator
- Academic Senate President (or designee)
- Associated Students President (or designee)
- CSEA President (or designee)
- Vice President of Academic Affairs
- Vice President of Student Affairs

MEETINGS
The Steering Committee meets biweekly during the academic year and is chaired by the Coordinators.

Inquiry & Design Teams

CHARGE
The Inquiry and Design Teams are responsible for pursuing inquiry and developing prospective designs for their areas of purview. Inquiry and Design Teams include at least the following Student Progression and Facilitation Teams:
- Pre-Enrolled Students Team
- Entering Students Team
- Continuing Students Team
- Completing Students Team
- Facilitation Team

MEMBERSHIP
Each team is comprised of appointed Administrator Lead/Faculty and Staff Co-Leads and interested administrators, faculty, staff, students, and external (K-12, 4-year institution, and industry) stakeholder representatives assigned by Coordinators.

MEETINGS
Teams meet monthly or otherwise as needed during the academic year.
APPOINTMENT & RESPONSIBILITIES OF TEAM LEADS & CO-LEADS
Administrator leads are appointed by the Superintendent/President, and have primary responsibility for coordinating the work of their assigned team and ensuring that deadlines are met. Faculty co-leads are appointed by the Academic Senate; staff co-leads for the Student Progression teams are appointed by the CSEA; and the staff co-lead for the Facilitation Team is selected by the Superintendent/President from confidential staff. Administrator leads and faculty and staff co-leads are jointly responsible for:
- Chairing team meetings and facilitating guiding inquiry and design processes for their team; and
- Reporting timely issues for consideration by The Assembly.

Participation at Meetings, Meeting Schedules & Notes
In the spirit of openness and transparency, all members of the Hartnell College community are welcome to submit proposed agenda items to the Coordinators in advance of Assembly meetings, and attend meetings of the Assembly, Steering Committee, and Inquiry and Design Teams. Staff should ask their supervisor in advance of attending meetings. Meeting schedules will normally be communicated in advance of meetings. Notes to Assembly meetings will be published, but without reference to individual contributors to ensure unfettered conversation and the promotion of ideas over who provides them.