



## **DRAFT Charter for Success Network GP Project Team**

September 2021

This Charter is established between the Success Network GP Project Team and the Student Equity & Achievement Leadership to structure the process and planned outcomes included herein during the one-year period of the 2021-2022 academic/calendar year.

### **Purpose**

The Success Network GP Project Team, under the direction of the Student Equity & Achievement Leadership team, recognizes there are gaps in student knowledge and experience. Using an equity lens, the project team will work to institutionalize a cross-functional network to fill those gaps through the guidance and mentorship of experienced peers and professionals.

### **Charge**

By institutionalizing a cross-functional network the Success Network GP Project Team work will impact a variety of institutional objectives, including:

- Objective 3.1 – Reduce the equity gap for African American students by 40%.
- Objective 3.2 – Reduce the equity gap for Latinx students by 40%.
- Objective 3.3 – Reduce the equity gap for Men of Color by 40%.
- Objective 3.4 – Reduce the equity gap for LGBTQ+ students by 40%.
- Objective 3.5 – Reduce the equity gap for Foster Youth students by 40%.
- Objective 4.1 – Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees).
- Objective 6.1 – Establish and expand relationships with regional educational institutions.
- Objective 6.2 – Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations.
- Objective 6.3 – Expand partnerships with regional veterans' services and support organizations.
- Objective 6.7 - Help establish a distinct regional identity, organization, and communication amongst our local communities.
- Objective 7.6 - Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.
- Objective 7.7 - Build and support academic support services to improve student success.

The overall goal of the Success Network is to provide resources and knowledge to students based on academic and career goals. This approach is expected to provide more holistic and individualized support for students while helping to close equity gaps and foster success.

## **Guiding Principles and Assumptions**

Students who need the most resources are the least likely to access them; therefore, it is an equitable practice to streamline access to information and resources. This can be achieved by equipping students with a vast network of peer and professional mentors, that functions to directly connect them to information about:

- Majors
- Careers
- Other educational institutions
- Tuition costs
- Employment opportunities
- Personal experience
- Navigating campus connections to programs and services

The more knowledge and experience gaps we can fill in students' journeys, the more successful they will be academically and in their careers.

## **Scope & Expected Deliverables**

Given that previous work already established identities of mentor groups, defined the scope of mentoring relationships, developed and launched an online platform, presented to campus groups, and designed a Norco College Success Network webpage, the focus of this workgroup will be to:

### Marketing

- Continue to recruit new mentors
- Raise awareness to create buy-in with students, staff, faculty, and the community
- Incorporate information about the network into onboarding
- Design and distribute marketing materials (such as business cards, flyers, social media posts, etc.)
- Develop NCSN tag line

### Logistics

- Determine how to make use of mentors who are in multiple roles
- Develop a plan to reach out to professional mentors in the community
- Research possibilities for advanced mentoring software platforms
- Cultivate ideas for tracking mentor relationships
- Establish measurements for program effectiveness

Ultimately, the goal is to broaden the idea for internal success teams to include external contacts and the ability for students to network outside of their academic pathways.

## **Membership**

Given the diversity of the Student Success Network we believe that the project team must be equally diverse in roles, perspective, and expertise. The Student Success Network Project team

## **Membership**

is comprised of one Administrator, one Classified Professional, one Instructional Faculty member, and one Counseling Faculty member. Each member providing a different and unique perspective based on their personal and professional experiences.

The Student Success Network will be comprised of four members inclusive of representatives of all primary constituency groups and assigned or appointed by their respective representative bodies OR defined membership based upon expertise, title, functional area of responsibility, etc.

- Brady Kerr, Assistant Professor, Music Industry Studies/Guided Pathways Coordinator/Guided Pathways Faculty Advising Team Member
- Elizabeth Lopez, Counseling Clerk II, Guided Pathways Career Development Team Member
- David Schlanger, Program Director (P.A.C.E.S)/ Guided Pathways Career Development Team Member/Guided Pathways Program to Career Team Member
- Jethro Midgett, Associate Professor, Counseling/Guided Pathways Coordinator/Guided Pathways Career Development Team Member

## **Meeting Time/Pattern**

The Student Success Network Team will meet every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at 9:30am-10:30am via Zoom. Contact any member of the team in order to place an item on a future agenda.

## **Roles of Chairs and Members**

The Co-Chair(s) are accountable to Student Equity & Achievement Leadership team to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the Student Success Network based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Student Success Network that can help to achieve the Student Success Network charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Student Success Network. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Student Success Network peers with the intention of finding consensus on all issues that come before the Student Success Network.

All information, findings, or developments will be disseminated appropriately within the colleges five Councils. Trainings, informational sessions, and community outreach efforts will be provided to ensure that timely and efficient implementation can be provided to the college and community.

## **Meeting Procedures and Expectations**

The Chairs, and members of this governance entity will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.