**WVC Student Success Act Team**

**Recommended Framework**

**Faculty Coordinator and Team Responsibilities**

**September 5, 2013**

**Student Success Coordinator:**

• Coordinate, support, and oversee Student Success Team (work group) to facilitate successful collaboration and implementation of Student Success Act of 2012

• Work closely with the Core Team to remain updated on state regulations, compliance, new legislative mandates, etc. for successful implementation

• Lead college-wide discussion regarding teaching and learning to ensure student success

• Explore new and innovative pedagogy that ensure student success (i.e. supplemental instruction, group learning, learning community, etc.) especially for Basic Skills level students

• Manage and supervise overall state and other required reporting, data collection, and support fiscal accountability

• Serve on Student Services Council and participate in DCC/PGC twice a month

Meet with the SS Core Transitional Team on a regular basis

(BSAC) • Budget management (contract and timesheets)- One SOC will assist clerical and administrative work

 • Annual reporting to the state

→ Developing goals and objectives in alignment with priorities of Student Success and Support Program

→ Reporting of the progress towards previous goals

→ Reporting on budget (2 year cycle)

 • Promote college-wide awareness of Basic Skills needs and classes

*Faculty Coordinator position:*

*Full-time Faculty reassigned time: 0.5 FTE (16.4 hours/week)*

*Funding source = BSI state funds (confer with BSAC committee in 9, 2013)*

*Coordinator position has always been in the BSAC goals*

*Term: Start in spring 2014*

 *Fall 2014\*/Spring 2015*

 *(\*WVC ready for implementation: Assessment, Orientation/Ed plan)*

 *Fall 2015\*\*/Spring 2016*

 *(\*\*Fall 2015 = SSSP funding begins based on 14-15 FTES)*

 *5 semesters, through spring 2016*

 *Select new person in fall 2015, new person shadows in spring 2016*

 *(option – 0.25 FTEF each for spring 2016?)*

*Faculty Coordinator selection process:*

*Campus-wide faculty recruitment*

*SS Team provides position description*

*Applicants submit letter of intent and resume to Office of Instruction*

*Selection process: Student Success Transitional Core Team*

*When? Fall 2013*

*Academic Senate = 9/24*

*Classified Senate = 10/1*

*DCC/PGC = 9/11*

*ASO = 10/8*

*SS C = 9/3 (Coordinator information first)*

*CC = 9/26*

*Position posting for 2 weeks starting: 10/9 – 10/23*

*Submission deadline: 10/23*

*Interview: 11/7*

*Selection: 11/8*

**Core Team**

→ The Core Team is comprised of chairs from each committees: BSAC, SEAS, and Matriculation, as well as key leaders of SB 1456 implementation (Student Services Division Chair, Counseling Department Chair) and key administrators as support (VPI, VPSS, Dean of Instruction and SS)

→ The Core Team is a transitional team that helps shape an institutional framework that will sustain successful implementation of the SB 1456.

→ Once the successful implementation of the Institutional framework is accomplished in spring 2014, Core Team will be incorporated into the larger Student Success Team as appropriate.

→ The Core Team supports and advises the Coordinator (regularly scheduled meeting)

→ The Core Team that oversees the technical implementation and oversight of the Student Success of 2012 or Student Success and Support Program for the College

(recruitment →assessment →Ed. Plan → orientation →registration in one-stop format)

→ The Core Team ensures that college focuses on Student Success (data-driven both quantitative and qualitative) through broader conversation and commitment to quality teaching and learning

→The Core Team ensures that college engages in professional development in the areas of teaching and learning, student success, innovative pedagogy, efficient and culturally relevant student support, data-driven decision making

→ The Core Team that ensures that key legislative mandates and regulations relative to SB 1456 are met and implemented

→ The Core Team supports year-long New Faculty Orientation sponsored by the Office of Instruction

**WVC Student Success Team (work group)**

→ Student Success Team works directly with the Coordinator to ensure all aspects of

implementation, legislative mandates and regulations are met and implemented

→ Student Success Team will be a new, small, and efficient group that integrates BSAC, SEAS,

and Matriculation functions

→Student Success Team ensure that state and other reporting responsibilities including budget development and management are addressed with quality and in a timely manner

(Periodically, former committees may need to be reconvened as task force to execute required reports)

→Student Success Team’s focus will include teaching and learning, services, and support we provide as an institution to ensure student success which will be captured in data

→Student Success Team promotes educational support to the college by coordinating workshops, discussion groups, panel and discussions, etc. on data analysis, data-driven decision making, student success, innovative pedagogy, student support services and programs, etc.

 *Membership: (Core team plus 12 = under 20)*

 *Faculty, Staff, Students, Administrator*

 *Process for recruitment:*

 *Member roles and responsibilities\**

 *Campus-wide invitation\**

 *Dean of Instruction and Student Success sends out invitation*

 *Criteria for selection of the members:*

 *Level of commitment for engagement\**

 *Desired qualifications*

 *Timeline: Same as Coordinator recruitment and selection*