

Onondaga Community College

STUDENT SUCCESS COUNCIL

Bylaws

These Bylaws of Onondaga Community College's Student Success Council are in effect as of April 2, 2018.

ARTICLE I - NAME

The name of this body shall be the Student Success Council.

ARTICLE II - PURPOSE, VISION, MISSION, AND GENERAL CHARGES

The purpose, vision, mission, and general charges of Onondaga Community College's Student Success Council are as follows:

SECTION 1. PURPOSE

Bring people together to collaborate and provide an opportunity for communication, dissemination and celebration of our student success work by:

- a. Carrying out charges from the college President
- b. Providing a venue for campus peers to present any and all ideas related to student success
- c. Routinely gathering and analyzing relevant information and data related to student success at OCC and recommend goals and objectives for achieving and promoting student success
- d. Celebrating excellence in student success on campus

SECTION 2. VISION AND MISSION

Vision: The Student Success Council envisions a campus with **strong connections and communication in order to further student success.**

Mission: In keeping with Onondaga Community College's mission and strategic goals relative to student success, **the Student Success Council will enable the campus to help all students succeed.**

SECTION 3. CHARGES OF THE COUNCIL

The Student Success Council serves as a **non-governance**, working body, charged by the college President with carrying out assigned activities that contribute to the execution of our student success work. The Council will also report directly to the college President, making recommendations regarding initiatives that encourage a culture of continuous improvement with a focus on student success.

Council members will provide structured feedback to all peers that come before the council. They will offer advice/guidance regarding appropriate governance procedures and/or next steps. They will also share suggestions for resources, including internal and external, financial, academic and human, local and national. Members will also arrange access to the Student Success Council's Data Team for assessment criteria and data analysis. The Council will present an overall assessment of strengths and opportunities for the development of their proposal and assign a Student Success Council "mentor" to act as a liaison for their student success work. In addition, the Council will develop and maintain an internal communication plan to effectively communicate initiatives/events and charges from the President to the campus via newsletters, presentations, updates, etc.

ARTICLE III - MEMBERSHIP

The membership of the Student Success Council shall be representative of our student success work at Onondaga Community College. The Council shall be co-chaired and will be comprised of a minimum of 20 members, including, but not limited to the following:

Co-chairs (appointed by the college President)

Senior Vice President for Student Engagement and Learning Support (+ 3 Student Engagement and Learning Support + 3 Student Services area, appointed by said SVP)

Provost or designee

1 additional member of Executive Council (rotating-by appointment within Executive Council)

4-6 faculty members with cross sectional representation (approved by the Faculty Senate)

Office of Grants-1 representative (appointed by the Student Success Council co-chairs)

OCC Foundation-1 representative (appointed by the Student Success Council co-chairs)

Marketing & New Media-1 representative (appointed by the Student Success Council co-chairs)

Financial Aid-1 representative (appointed by the Student Success Council co-chairs)

2 Student Association representatives

In addition, the Council will have a co-chaired Data Team, comprised of the following:

Co-chairs (appointed by the college President)

IPAR-1 representative (appointed by the Data Team co-chairs)

IT-1 representative (appointed by the Data Team co-chairs)

4-5 additional representatives (appointed by the Data Team co-chairs)

NOTES: In addition, the current workgroups (First Year Advisory and Developmental Education) will continue until work is complete and/or transitioned

The current Core Team will continue to guide the Student Success Council in an advisory manner and will serve in this role until no later than August 31, 2019

ARTICLE IV - APPOINTMENTS AND TERMS

The Student Success Council and Data Team shall be co-chaired and all members serve 2-year terms. The co-chairs will be appointed by the college President.

ARTICLE V - MEETINGS

The Student Success Council shall determine and establish its own meeting schedule, subject to the following provisions:

1. Regular meetings of the Student Success Council shall be of sufficient frequency and duration as to effectively carry out the Council's purpose and responsibilities
2. The Student Success Council shall meet no fewer than monthly during the College's academic year, and at least once during the summer
3. Special meetings of the Student Success Council may be scheduled at the request of the College President and/or the co-chairs

While the President of the College is not a member of the Student Success Council, s/he shall have a standing invitation to attend any and all meetings, and to address the body.

The agenda for all meetings shall be established by the co-chairs subject to the following provisions:

1. Meeting agendas will follow a standard format acceptable to the Council to include review of any new presentations/material as well as updates on standing items
2. The agenda for regular meetings, including all relevant materials for consideration, shall be distributed to the membership no later than one week prior to the meeting
3. In the case of a special meeting requested by the College President, the co-chairs and the President shall collaborate on the agenda

ARTICLE VI - AMENDMENTS

These bylaws may be altered, amended, or repealed and supplanted by new bylaws in the following manner:

- a. Notification of an amendment proposal must be received by the membership of the Student Success Council no fewer than thirty (30) business days prior to the meeting at which it is to be considered
- b. Amendment proposals shall be clearly stated on the agenda for the meeting at which they are to be considered
- c. The Student Success Council shall forward amendments to the college President
- d. Approved amendments shall not take effect until ratified by the college President