

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE
AGENDA
September 13, 2019
Board Room**

CALL TO ORDER

- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

Website

Securing committee charges

Guided Pathways-Not ready yet

Curriculum Committee-in process

Information Security Program Committee-in process

APPROVAL OF MINUTES

May 10, 2019 minutes

ACTION ITEMS

College Senate 2019/2020 Meeting Schedule

Animal on Campus Policy

Policy Against Discrimination and Harassment

Approval of College Senate Parliamentarian- Glenna McMinn

Approval of Standing Committee Charges

Academic Assessment Committee

Budget Committee

Campus Advocacy, Referral and Education (CARE)

Committee on Academic Standards (COAS)

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

**Tompkins Cortland Community College
College Forum
Unapproved Minutes
May 10, 2019**

Present: S. Abbey, A. Decker, T. Evener, D. Fedenko, G. Gammage-Sikora (arrived at 12:11), S-K. Hector (arrived 12:20), C. Hendrick, G. McMinn, E. Sambolec, L. Seyfried, J. Walz-Koeppel and V. Zeppelin.

Absent: A. Ahola, A. Boulay, K. Brame, G. Isaacs, A. Servatto and J. Thayer.

New Forum Members for the 2019-2020 year: F. Coon, A. Maroney, K. Block, M. Lopez, B. Rice (arrived at 12:17), B. Sarachan (arrived at 12:35), D. Bethoney (arrived at 12:35), A. Martin (arrived at 12:35).

Guests: A Regula, M.E. Ensign, and P. Reifenheiser.

CALL TO ORDER

- S. Abbey called the meeting to order at 12:07 p.m.
- There were no public comments.
- S. Abbey welcomed guests A. Regula, M.E. Ensign and P. Reifenheiser.

APPROVAL OF MINUTES

A motion was made by A. Decker to approve the minutes from the April 26, 2019 meeting as written. Seconded by E. Sambolec. Motion approved.

ACTION ITEMS

- A. Regula and M.E. Ensign reviewed the new Recommendations from the Committee on Academic Status.
 - The new policy aligns financial aid with academic standards. The federal rules have changed for financial aid. The committee looked at 15 other community colleges to review their standards.
 - This policy will give students more time to transition to the college's rigors and expectations.
 - This will allow students at least one semester during which they can have room to figure out what additional effort and support is needed for them to be successful in college without labeling them right away as on "Probation." Which in turn could jeopardize their financial aid support.
 - The second part of the process is the proposed change in achieving significant progress for purposes of calculating "Repeat Probation" eligibility to successfully complete 50% of attempted credits instead of 75%.
 - The current 75% requirement has proved to be especially harmful to part-time students and students taking developmental courses.
 - There have been too many instances where students are putting forth excellent effort and progress but were moved to a "Suspension or Repeat Suspension" status due to a withdrawal from a single course.

- A motion was made to move the Recommendations from the Committee of Academic Status forward by A. Decker. Seconded by D. Fendenko. Approved by all.
- P. Reifenheiser reviewed charge for the Academic Assessment Committee
 - The purpose of the committee is to review academic assessment plans and approaches on campus and make recommendations designed to do the following: to help improve teaching and learning on campus; to help ensure that assessment is used to inform/make budget decisions; and to help maintain compliance with Middle States Accreditation Guidelines.
 - The committee will present a report to the shared governance body at least once a year with updates as necessary.
 - The membership shall be made up of the Provost and Vice President of Academic Affairs (ex officio), Associate Provost (ex officio), one adjunct member, up to seven (7) teaching faculty culled from the Guided Pathways Academic community when possible, one non-teaching faculty or staff member appointed by the Provost's office and one student member as chosen by the SGA.
- S. Abbey explained that since the new bylaws have not been approved by the College Community, the Forum cannot vote at this time.
- S. Abbey stated there will be an orientation in the Fall for new Forum members.
- S. Abbey nominated Ashley Ahola and Jonathan Wall-Koppel as co-chairs for the 2109-2020 academic year and Teri Evener as secretary for the 2019-2020 academic year. S. Abbey called for any further nominations from the floor. Since there were no other nominations voting was closed and S. Abbey asked the secretary to cast one ballot for the people nominated.
- S. Abbey discussed the new bylaws that were hopefully going to get 20% approval to move forward with voting by sending them out to the college community to be voted upon electronically. Hopefully this can begin on Tuesday, May 14 and end Thursday, May 16.
- S. Abbey discussed the upcoming conference in Syracuse that will address issues shared by Student Affairs and Academic Affairs groups. If anyone is interested in attending please see S. Abbey for details.
- Over the summer S. Abbey, A. Ahola and T. Evener will be working on getting information up on the website about shared governance.

ADJOURNMENT

J. Thayer made a motion to adjourn the meeting. Seconded by G. Gammage-Sikora at 1:05 p.m.



ANIMALS ON CAMPUS POLICY

Policy Statement

Tompkins Cortland Community College prohibits animals inside College facilities or at any other location where the College offers courses, sponsors events, except service animals may be used by individuals with documented disabilities who require this assistance, and assistance animals may be present in College housing, as described below, to support residential students with documented disabilities who have been approved for this form of accommodation. Animals may be allowed on campus for College sponsored events with prior approval from the administration.

The College has established this policy to foster the orderly operation of the College, the safety and well-being of students, employees, visitors and vendors, and compliance with applicable laws related to the accommodation of persons with disabilities. State and local leash laws are applicable to the College's facilities and grounds.

Rationale

Tompkins Cortland Community College recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Tompkins Cortland (TC) is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College's programs and activities. Tompkins Cortland is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy TC's residence life program. This Policy explains the specific requirements applicable to an individual's use of an Assistance Animal in campus housing. Tompkins Cortland reserves the right to amend this Policy as circumstances require.

Definitions

Service animal – an animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. Service animals are allowed by law in all areas, except food preparation areas outside a student's assigned residential unit.

Assistance animal (also referred to as support animal) – an animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual's disability. Approved assistance animals are only permitted within the owner's on-campus housing agreement, unless additional permission is received based on documented need for other campus facilities.

Process and Potential Outcomes

Students requesting the allowance of an assistance animal in the residence halls or other facilities should contact Carolyn Boone, Coordinator of Access and Equity Services. Faculty, staff and visitors requesting the allowance of an assistance animal in any facility should contact Sharon Clark, Director of Human Resources.

Acceptable documentation should verify the disability as well as describe the need for an assistance animal.

Reports of inappropriate behaviors should be reported to Campus Police.

Damages – If a service or assistance animal damages the assigned residence hall room or other College property, the cost of the damage will be assessed and assigned to the student's account or billed to the faculty/staff member or visitor. The owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.

Removal of Approved Animals – The owner may be directed to remove an animal that is unruly or disruptive (e.g. barking, jumping on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into College facilities or events until the owner can demonstrate appropriate steps taken to mitigate such behavior. Any animal that exhibits aggressive (including growling) or unsafe behavior (including urinating and/or defecating in any building) may be prohibited from College facilities or events. Any violation of this guideline may result in immediate removal of the animal from the College, pending disciplinary action.

The College may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the College's program, the owner does not comply with the responsibilities outlined in this guideline, or the animal or its presence creates an unmanageable disturbance or interference with the community.

Grievance Procedures

If the decision is made to deny a request or remove a service or assistance animal, the owner may appeal in writing. Procedures for appeal can be accessed at: [Disability-Related Accommodation](#).

Applicability of the Policy

This policy applies to all College employees, students, visitors and vendors.

Effective Date

September __, 2019

Additional Resources

[Frequently Asked Questions about Service Animals and the ADA](#)

https://www.ada.gov/regs2010/service_animal_qa.pdf

<http://documents.nycbar.org/favicon.ico>



POLICY AGAINST DISCRIMINATION AND HARASSMENT

Unlawful discrimination or harassment based on including race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because he or she has opposed any illegal discriminatory practices or because he or she has complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

Sexual Harassment

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable

of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).
- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

Other Unlawful Discrimination/Harassment

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, criminal conviction or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment

Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, SCD@tompkinscortland.edu.

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

9/2019

College Senate 2019-2020 Meeting Schedule
Noon
Ronald W. Space Board Room

September 13
September 27

October 4
October 25

November 8
November 22

December 6

February 7
February 14

March 6
March 20

April 3
April 24

*May 1 – Year end luncheon, election of officers and new members (TBD)

Faculty meeting dates:

9/20

10/18

11/15

12/13

Spring Tentative meeting dates

2/21

3/13

4/17

5/8

Academic Assessment Committee

Article 1

Function

- a. The purpose of the Academic Assessment Committee is to review academic assessment plans and approaches on campus and make recommendations designed to do the following: to help improve teaching and learning on campus; to help ensure that assessment is used to inform/make budget decisions; and to help maintain compliance with Middle States Accreditation Guidelines.
- b. Decisions/recommendations of the Committee shall be forwarded to the Provost's Office for action, which may include a vote by the Faculty as needed. The Committee shall inform the College Shared Governance Body of major updates as they occur and present a report at least once a semester.
- c. Subcommittees may be created as needed.
- d. The Academic Assessment Committee is responsible for the following, with an emphasis on the first two points for the 2019-2020 academic year:
 1. A review of the college's Institutional Learning Outcomes, with recommendations for changes as needed.
 2. A review of the process by which the College shall conduct academic assessment, with recommendations as needed. This process shall be to determine the most effective approach to allow the assessment of Student Learning Outcomes to map clearly to Programmatic Learning Outcomes, SUNY General Education Outcomes, and to Institutional Learning Outcomes.
 3. The Committee shall not be responsible for the creation of Student Learning Outcomes or Programmatic Learning outcomes. However, the committee shall provide recommendations on best practices for the creation of those outcomes.

4. The Committee shall not be responsible for the work of closing the loop on assessment, but it may provide recommendations on best practices for that important work.

Article 2

Membership

- a. Membership distribution
Provost and Vice President of Academic Affairs (ex officio)
Associate Provost (ex officio)
One Adjunct Faculty Members appointed by the Provost's Office.
Up to Seven Teaching Faculty Members appointed by the Provost's Office and culled from each Guided Pathways Academic Community when possible.
One Non-Teaching Faculty or Staff Member appointed by the Provost's Office.
One Student Member as chosen by the SGA.
- b. Members shall be elected/appointed in April. Any required votes shall be run by the Office of the Provost, and members shall serve for two years -- except students who shall serve for one year -- starting in August. All membership changes will be reported to the College Shared Governance Body and the Faculty of the College.
- c. Members who are unable to continue or vacancies shall be replaced by either an appointment by the Office of the Provost or through an election.
- d. The Provost's Office reserves the right to remove members of the Committee for non-participation after the member has been afforded an opportunity to challenge the removal at a meeting.
- e. The Provost's Office shall review the Committee make up after the first two years and reserves the right make changes to the structure of the Committee, especially to determine if some members should be elected rather than appointed, if terms should be staggered, and if members may serve consecutive terms. Any changes will be brought back to the Faculty for a vote.

Article 3

Chair

- a. The Chair (or co-chairs) shall be appointed by the Office of the Provost

- b. Chair shall serve for two years.
- c. The Chair shall set meeting agendas, organize and run meetings, and take and post minutes or delegate the taking and posting of minutes.

Article 4 Meetings

- a. Regular meetings set by chair
- b. Special meetings may be called by chair
- c. Quorum (constituted by a majority, defined as half of members plus one)
- d. Meetings are open to everyone
- e. Notes and agendas are posted

Article 5 Changing the Charge of the Committee

- a. Amending the charge needs a 2/3 vote of the Committee
- b. Committee will review its work annually

College Budget Committee

Article 1

Function

- a. The College Budget Committee will inform the College's operating budget development process to align with strategic planning and facilitate communication with the College community regarding the budget and the budget development process.
- b. Subcommittees may be established as needed.
- c. This Committee is responsible for providing feedback and guidance about the budget development process, including review of the budget guide and budget request forms; development of a recommended communication plan about the budget with the greater College community; and ensuring that the resource allocation process is aligned with the College's strategic plan.

Article 2

Membership

- a. Upon approval of the President, two representatives of each bargaining unit; two representatives from the Faculty Student Association; one member of Executive Council
- b. Budget and Finance Director or Dean of Finance and Administration.
- c. Term of office: two-year staggered terms. May serve more than one term with approval of the President.
- d. If a member is unable to continue, the President will appoint a replacement.
- e. Members may be removed from Committee for non-participation.
- f. Members of the Committee will share note-taking responsibilities.

Article 3

Chair

- a. The Budget and Finance Director or the Dean of Finance and Administration will Chair the Committee.
- b. This is an ongoing appointment by virtue of the position.
- c. The Chairperson is responsible for facilitating discussion, providing detailed budgetary information and explaining financial data as requested, and generally guiding the process. The Chairperson also serves as a liaison to President's Cabinet and Executive Council.

Article 4

Meetings

- a. Regular meetings set by chair.
- b. Special meetings may be called by chair.
- c. Quorum will be a majority of the members.
- d. Meetings are open to everyone.
- e. Notes and agendas are posted.

Article 5

Changing the Charge of the Committee

- a. Amending the charge needs 2/3 vote.
- b. Committee reviews its work annually.

Campus Advocacy, Referral and Education (CARE)

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| Article 1 | Function |
| | <ul style="list-style-type: none">a. The Campus Advocacy, Referral and Education (CARE) provides proactive assistance to students who are exhibiting concerning behaviors, both to support students and assist faculty/staff.b. The group is responsible for acknowledging all referrals and responding to assist the student(s)' success and ensure the safety of the campus community. |
| Article 2 | Membership |
| | <ul style="list-style-type: none">a. The following staff members make up CARE: Vice President for Student Life, assistant to the Vice President, Directors of Campus Police, Mental Health, Student Conduct and Community Standards; Coordinator of Access and Equity Services and Assistant Director for Health Education. |
| Article 3 | Chair |
| | <ul style="list-style-type: none">a. The Vice President for Student Life or his/her designee will chair the group.b. The chair is responsible for facilitating discussions, clarifying and updating policies and procedures for the group, and ensuring that all referred students are reviewed and assisted as may be appropriate. |
| Article 4 | Meetings |
| | <ul style="list-style-type: none">a. Regular, closed meetings set by chairb. The group meets bi-weekly during the academic year and as need during the summer.c. Other members of the campus community may be invited to a meeting on an as needed basis. |

Committee on Academic Status

Article 1

Function

- a. The Committee on Academic Status (COAS) hears appeals from students who are placed on Academic Suspension and who are seeking permission to attend while suspended. The Provost also periodically charges the Committee with reviewing policies and procedures connected to Academic Status and Academic Standards and making recommendations to him.
- b. There are currently no subcommittees of COAS.
- c. The Committee is responsible for:
 1. holding hearings to determine whether students on Academic Suspension will be allowed to enroll while suspended
 2. explaining the requirements and conditions to students who are allowed to enroll while suspended
 3. working with the Office of the Vice President of Student Services to help the student understand how their financial aid may also have been impacted
 4. determining whether late appeals will be heard
 5. working with the Office of Student Success to support these students
 6. following up with and monitoring the progress of the enrolled students throughout the semester while they are still on Academic Suspension
 7. reviewing academic standards policies as requested by the Provost and making recommendations for policy and procedure changes related to academic standards

Article 2

Membership

- a. COAS currently has 8 members:
 1. Four teaching faculty
 2. Registrar
 3. Representative from Access & Equity Services

4. Representative from the Office of Mental Health Services
 5. Representative from ODESS
- b. Members are appointed by the Provost and serve 2-year terms, which may be renewed. Terms run from June 1st through May 31st.
 - c. If a member is unable to continue service, the Provost appoints a new member. The other committee members may recommend new members but the Provost makes the appointment.
 - d. If there are concerns regarding the non-participation of a member, the Chair will discuss these concerns with the Provost. The Provost will determine the appropriate action.

Article 3

Chair(s)

- a. The Committee may have one Chair or co-Chairs.
- b. The Chair is mutually decided on by the Committee and approved by the Provost
- c. The Chair does not have a set term length
- d. The Chair or their designee is responsible for:
 1. running committee meetings and student hearings
 2. scheduling committee meetings on a regular basis and extra meetings as necessary
 3. taking notes and maintaining COAS records
 4. ensuring consistent and effective communication with the Office of Student Success
 5. making extra efforts to follow up with students as needed
 6. monitoring information such as registration status, early progress indicators, information from instructors, etc. for the enrolled students
 7. meeting with the Provost at the request of the Provost or the Committee
 8. drafting recommendations pertaining to academic standards
 9. presenting recommendations and updates to the college community

Article 4

Meetings

- a. Meetings for the semester are set by the Chair, with attention paid to the availability of committee members. Meetings are generally held twice a month with additional student follow-up meetings held toward the beginning of the semester and with student hearings scheduled during winter and summer breaks
- b. Special meetings may be called by the Chair or at the request of a Committee member or the Provost
- c. Five Committee members constitutes a quorum
- d. Meetings are not open to the public, as confidential student information is sometimes discussed. However, the Committee does invite the Director or their designee from the Offices of Student Success and Financial Aid to attend when policy recommendations are being developed. These or other representatives may also request to attend meetings and will be allowed to as determined by the appropriateness of the agenda.
- e. Notes and agendas are not posted publicly

Article 5

Changing the Charge of the Committee

- a. Amending the charge of the Committee is the right and responsibility of the Provost
- b. The Committee reviews its work annually