GRCC Team Charter - 2015

Team Name: Street to Completion
Team Leader: Co-Leaders: Tina Hoxie and Kathryn Mullins

Chartering is a two-way process
Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (What is this team expected to accomplish?)
   To increase student successes as measured by retention, transfer and completion. Through the creation of discrete teams that will develop and implement targeted activities for pre-defined populations using baseline data, tasks, developing an action plan, monitor and evaluate and identify strategies to influence next strategic plan.

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)
   The core team and sub-teams will work collaboratively to develop strategies and action plans that support the initiative and increase student retention, transfer and completion rates.

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)
   Control Cohort teams (groups of students that already exist, are not organized by programs and have a ‘natural’ administrative leader) – Kathy Mullins will monitor these on a biweekly basis
   o Alpha Beta Omega(ABO) – Eric Williams
   o Foundation Scholarship Recipients – Don Mackenzie
   o Student Employees – Louanne Wedge
   o Latin@s – Domingo Hernandez-Gomez
   o Off-Campus – Dan Clark
   Tasks for Control Cohort Teams:
   1. Create a student profile (identify important profile characteristics).
   2. Identify an improvement target for each cohort.
   3. Assess what is available and what are the existing support systems that can be used with the target group.
   4. Develop and implement intervention and engagement strategies.
Experimental teams (group of students that are not organized by programs and will have a new champion) – Tina Hoxie will monitor bi-weekly progress
  
  o Access – Eric Mullen  
  o Retention – John Cowles  
  o Completion – Fiona Hert  
  o Transfer – Laurie Chesley

Tasks for Experimental Teams:
  1. Select 5 to 8 cohorts of students from data provided by IRP.
  2. Create a student profile (identify important profile characteristics).
  3. Identify an improvement target for each cohort.
  4. Assess what is available and what are the existing support systems that can be used with the target group.
  5. Develop and implement intervention and engagement strategies.
  6. Identify how to scale up using cross system collaboration.

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)

Street to Completion acknowledges its stakeholders to include students, faculty, staff and the community.

5. Resources Needed (both people and budget)

The support of the campus community to support initiatives which will lead to an increase in student success rates along with support from IRP(data) and CRM(student communication) along with other impacted departments.

6. Troubleshooting Path (How will unresolved issues or roadblocks be handled?)

Roadblocks will be resolved collaboratively among team and sub-team members through the use of data to support possible strategies and solutions. Monthly update and strategy meetings of the core team provide guidance, analysis, idea generating, process improvement identification, problem solving and monitoring.

7. Requirements for Integration with other Departments or Teams (How does this Team interface with others doing concurrent work?)

The team is composed of ASA College leadership and a representative from the President’s Office, who work closely with academic and service areas, members are represented at Cabinet, Prodeans, Deans’ Council, and AGC. Team members work closely with various departments and teams on campus to utilize all possible resources and information to meet initiative.

8. Review Progress (How and when will the work of this team be reviewed?)

The team was formed September 2013. Team meets monthly for status update reports, along with reviewing data and sub-team initiatives/projects.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members?
Team leaders are appointed sub-committee members are make up of cross college faculty and staff volunteers.

Please also list the current members on the Team by name.
The team is comprised of ASA leadership and a representative from the President’s Office.
Core team members: Tina Hoxie, Co-leader
Kathryn Mullins, Co-leader
Laurie Chesley
Mike Vargo
Eric Mullen
John Cowles
Fiona Hert
Donna Kraft
Dan Clark
Domingo Hernandez-Gomez

10. List the major team accomplishments over the past year. (What are your outcomes?)
   Incorporated S2C strategy and initiatives developed in 2013 in to the 2014-2017 College’s Strategic Plan. Presented Team design, plans, and accomplishments as part of the HLC Accreditation site visit in April, 2014. Incorporated Team work and plans into the HLC Student Persistence Academy. Reviewed data and initiatives monthly for insight and impact on student persistence, retention and completion. (Examples: Communication sent to undecided in good standing students encouraging student to declare a major/program code. Conducted focus groups with latino students to better understand barriers and needs. Reviewed data on GRCC 2012-2013 student progress and lost. Student employee supervisor training program developed and offered to support student success)

11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2013-2014?)
   The development and implementation of effective targeted plans that will impact positively student success when aligning with the following measureable outcomes: access, transfer, graduation for identified targeted groups

   Successfully align the S2C goals and initiatives with the college’s strategic plan.

12. Please describe any current challenges the team is facing.

   Eliminating duplication of efforts and demonstrating the team and student initiatives are impacting the success rates. HLC Academy reviewed expressed concern that the efforts need to be paired down and focused.