2013-2014 GRCC Team Charter

Team Name: Associate Deans Plus
Team Leader: Tina Hoxie, Associate Provost/Dean of Student Affairs

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?)
The Associate Deans’ Plus Team has a Academic and Student Affairs operations leadership feedback, monitoring and review focus. The group engages in a consistent practice of contact, representative perspective feedback and reflective guidance. The design would support continuous quality process improvement, feedback for AGC policy and practice implementations, and the review and feedback of selected Teaching and Learning Quality process measures.

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)
The team has planning, monitoring and implementation authority.

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)
The team will monitor, review and provide feedback on processes, practices, challenges and proposed changes from the ASA operation leadership. The goal is to increase collaboration across functions and operations, identify implementation gaps, and consider consequences from multiple perspectives, and increase knowledge and awareness. This would add a mechanism for consistency and continuity, analysis, priority consideration, tracking and documenting process improvement and sustainability.

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)
Stakeholders would include students, faculty and staff who are impacted by the implementation of policies and practices.

5. Resources Needed (both people and budget)
The team requires participation from all members and may need to call on the support from various college units to provide additional information for consideration.
6. Troubleshooting Path (How will unresolved issues or roadblocks be handled?)
The purpose of this team is to look for roadblocks regarding the implementation of policies and practices. The team will gather and refer this information to the champion of the project.

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

8. Review Progress (How and when will the work of this team be reviewed?)
The work and accomplishments of the team will be review annually through self-evaluation methods.

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?
Please also list the current members on the Team by name.
The team members represent Academic and Student Affairs operational leadership. Members include:
Tina Hoxie, Associate Provost/Dean of Student Affairs
Amy Koning, Associate Dean for Operations, Workforce Development
Ann Isackson, Director, Financial Aid
Bruce Morrison, Data & Reports Coordinator
Casey Cornelius, Associate Dean of Student Success and Retention
David Selmon, Director of Adult Education
Diane Patrick, Associate Dean/Registrar
Domingo Hernandez-Gomez, Associate Director, College Success Center
Dominic Dorsey, Director of Accessibility
Eric Mullen, Associate Dean of Enrollment Management and Financial Aid
Jeremy Osborn, Director, Center for Teaching Excellence
Julie Parks, Director, Workforce Training
Katie Daniels, Curriculum Specialist
Lilly Anderson, Associate Dean of the Lakeshore Campus and Academic Outreach
Mike Schavey, Associate Director, Department of Experiential Learning
Mike Vargo, Associate Dean for Operations, Arts and Sciences
Paula Sullivan, Assoc. Dean for Faculty Evaluation and Hiring, Workforce Development
Raynard Ross, Associate Dean, Student Success and Retention
Ric Underhile, Associate Dean, Instructional Support and Interdisciplinary Studies
Sara Dorer, Associate Director of Student Conduct and Student Satisfaction Initiatives
William Faber, Associate Dean for Faculty Evaluation and Hiring, Arts and Sciences

10. List the major team accomplishments over the past year. (What are your outcomes?)
Team has met one semester and has developed agenda aligned with relevant operation topics. The team follows a documented review schedule that included upcoming policy changes and implementation and Teaching and Learning Quality Model review schedule.

11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2013-2014?)
The team will review the implementation for possible gaps and provide feedback to champion of various policies approved by AGC and Teaching and Learning Quality reports submitted to Prodeans.

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

The annual team evaluation may reveal challenges and opportunism for the team. Discussion items to not always allow for the allotted time to provide comprehensive feedback to the presentor.