

Student Success Committee Bylaws

I. Name:

Student Success Committee (SSC)

II. Purpose:

To review and recommend policy designed to help students achieve success during their college experience. To make recommendations on admissions, records, registration, financial aid, and recruitment policies. To consider matters of student life which relate to conduct, student development, student organizations, student government, orientation, intramural athletics and other student activities. Reports through the Vice President for Academic and Student Affairs.

III. Membership Distribution List:

- A. Associate Vice President for Student and Enrollment Services (ex officio)
- B. One Campus Dean of Students
- C. One faculty member elected from each campus
- D. One counselor elected college-wide
- E. One LRC representative elected college-wide
- F. One Campus Student Activities Coordinator
- G. Two coordinators from student services elected college wide
- H. One classified employee from student services elected college wide
- I. College Director of Student Activities (ex officio)
- J. One student from the Norfolk Campus SGA
- K. One student from the Chesapeake Campus SGA
- L. Two students from the Portsmouth Campus SGA
- M. Three students from the Beach Campus SGA
- N. One student appointed by the SGA Federation
- O. This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.
 - 1. The Student Success Committee will ask for appointments only when a group or campus is not adequately represented.

IV. Voting:

- A. All members of the Student Success Committee, with the exception of the Associate Vice President for Student and Enrollment Services and College Director of Student Activities, may vote. Members must be listed on the current membership list.
- B. No proxy or absentee voting will be allowed.
- C. Electronic voting by the group will be permitted at the chair's discretion and under exceptional circumstances.

V. Election of Officers:

- A. Student Success Committee officers will be elected by incoming members.
- B. Elections of officers will be held in April.
- C. On June 1 of each year, the Student Success Committee officers shall begin their one-year terms.

VI. Officers:

- A. The Chair shall:
 - 1. Call regular meetings
 - 2. Create an agenda for each meeting
 - 3. Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting

4. Preside over SSC meetings
 5. Attend PAPC meetings
 6. Provide reports, including a mid-year and end-of-year report, to the PAPC in accordance with the Governance Timeline
 7. Provide the vice President of Academic and Student Affairs with reports and recommendations in a timely manner
 8. Verify on a monthly basis, with the help of the secretary, that web postings are accurate and up-to-date
 9. Report upcoming openings on the committee to the President's Advisory and Planning Council chair by March 1
 10. Submit a complete roster of members for the upcoming year to the President's Advisory and Planning Council by April 15
 11. Report the chair-elect for the next academic year to the President's Advisory and Planning Council by May 1.
 12. Meet with the vice President of Academic and Student Affairs upon appointment, between the time the charges are given and the next meeting, and after the end-of-year report is submitted.
 13. Attend the Administrator's Work Day session as the Student Success Committee representative
 14. Report relevant information to Student Success Committee members from the President's Advisory and Planning Council
 15. Keep an updated record of actions in process and completed by the Student Success Committee during the chair's term
 16. Review the previous year's minutes before August 1, and add all unfinished business to the agenda of first meeting of the academic year.
- B. The Secretary shall:
1. Perform the duties of the Chair and appoint someone to take notes in the Chair's absence
 2. Take accurate minutes (including attendance records) of each committee meeting
 3. Submit draft of minutes from the previous month to committee chair no less than 10 days prior to the meetings
 4. Ensure and verify electronic posting of approved minutes
 5. Arrange meeting space for all regular Student Success Committee meetings
 6. Track membership rotation and report to the committee chair before March 1
 7. Perform other official duties in consultation with the chair
 8. Organize the elections for officers for the upcoming year.

VII. Meetings:

- A. The Student Success Committee will meet at 3 p.m. the first Wednesday of every month between September and May. Meetings in conflict with college breaks and holidays will be rescheduled for the following Wednesday.
- B. Meetings will rotate campuses each month in alphabetical order.
- C. All meetings are open. If, for any reason, the committee feels the need for a closed meeting, the committee chair will give written notice of the request and the justification for the closed meeting to the vice President of Academics and Student Affairs at least three weeks prior to the proposed meeting. The administrator should inform the committee chair of his or her decision at least one week prior to the proposed meeting.
- D. Special or summer meetings will be held on an as needed basis with no less than two weeks' notification.

- E. A simple majority of the currently elected and appointed membership shall constitute a quorum.
- F. All meetings will be held face-to-face.

VIII. Attendance:

- A. The chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings per academic year.
- B. Represented groups may send designees as representatives only after notifying the chair in writing

IX. Subcommittees:

- A. Standing Committees shall be created and officially charged by the Student Success Committee to address specific, ongoing issues. All standing committees must propose a set of bylaws to be approved by the committee within 1 year upon being constituted.
- B. Ad Hoc committees: These may be established on an as needed basis by a vote of the Student Success Committee.

X. Amendments:

These bylaws may be amended by a majority vote of the committee members. The chair must disseminate to members copies of the proposed amendment and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

XI. The Student Success Committee as part of the general function of the TCC Governance Structure

- A. The Student Success Committee recognizes that its bylaws must be in accordance with the Governance Structure.
- B. The Student Success Committee will review its bylaws every even year.