

STUDENT SERVICES and STUDENT EQUITY COMMITTEE CHARTER

Draft- 5-8-08

ARTICLE I – PURPOSE

The Peralta Community College District (District) through its four colleges offers lifelong learning opportunities in academic and career training programs to diverse cultural and socio-economic communities. The purpose of the Student Services Committee is to review policy and provide policy direction in regard to student services and student equity issues to the Board of Trustees in order to insure that the highest quality of student services are provided throughout the Peralta Community College District and that equitable student outcomes are achieved to the maximum extent possible. The Student Services and Student Equity Committee is a duly chartered committee of the Board of Trustees of the Peralta Community College District.

The Student Services and Student Equity Committee is responsible for:

- Recommending to the Board of Trustee's policies that will promote student success and access to the Peralta Colleges;
- Recommending to the Board of Trustee's policies that will ensure that all segments of our service area are served equitably;
- Recommending policy direction to the Board on issues of recruitment and retention of students;
- Recommending policies to promote student equity and reviewing student outcomes so as to better serve our students;
- Insuring the adoption by each college of student equity plans (consistent with PCCD's educational and strategic plans), evaluating the effectiveness of such plans, and insuring that such plans are reviewed and improved on a regular basis;
- Reviewing and recommending policies and policy directions to the Board of Trustees to insure that the Peralta Colleges are implementing best practices in regard to student life and student services programs throughout the District;
- Periodically evaluating the effectiveness of the Student Services and Student Equity Committee.

Through its own efforts or delegation to others, the Student Services Committee accomplishes its responsibilities by:

- Analyzing the College's internal and external environment to identify issues and trends that require addressing;
- Identifying potential solutions that address the identified issues and trends, and making appropriate policy recommendations to the Board;
- Calling for and hearing reports from appropriate senior level administrators regarding student life, student services, and student equity issues;
- Recommending appropriate policy recommendations to the Board of Trustees;
- Providing assistance when requested in the development and implementation of solutions and policy directions.

ARTICLE II – MEMBERS

The Student Services and Student Equity Committee is composed of the chair, two members of the Board of Trustees, a student trustee and an alternate trustee as appointed by the President of the Board of Trustees of the Peralta Community College District. This committee will be chaired by a member of the Board of Trustees as appointed by the President of the Board. In addition, non-voting committee members shall also include the Vice Presidents of Student Services from each college. In addition, the committee may include a non-voting representative from the District Academic and Classified Senates. The Committee shall be staffed by the Vice Chancellor for Educational Services or his/her designee.

ARTICLE III – MEETINGS

The Students Services and Student Equity Committee will schedule regular meetings for the second Thursday of the each month, or some other day that may better fit the meeting schedules of its voting members. Meetings will be no longer than two hours in duration. Special meetings may be called by the chairperson as needed.

ARTICLE IV – MINUTES

Minutes of the Student Services and Student Equity Committee will be kept by the administrative assistant to the Vice Chancellor for Educational Services or someone else from his/or staff as designated. Such minutes shall be approved by the committee, and archived on the District's website.

ARTICLE V – AMENDMENT OF BY-LAWS

The operating by-laws of this committee may be amended at any regular or special meeting of the Student Services Committee by a simple majority of the committee

ARTICLE VI – AMENDMENT TO THE CHARTER

This charter may be amended as required from time to time as determined by the Chair. Such amendments shall take effect upon approval of the full Board of Trustees.

