

BYLAWS OF THE
Moreno Valley College (MVC)
Student Success and Equity Committee

Article 1: Purpose

The Student Success & Equity Committee will promote, initiate, coordinate, and recommend strategies which enhance student success and student equity at MVC. The Student Success & Equity Committee serves as a "hub" for student success initiatives such as the Student Success & Support Program (SSSP), Basic Skills Initiative, and Student Equity.

The purpose of this committee is to: align institutional goals and priorities for enhancing student success on campus; improve implementation of goals and objectives related to student success; increase communication and coordination to leverage resources to have a greater impact on student success; minimize duplication of efforts; coordinate the data management for outcomes assessment and evaluation; and provide seamless delivery of services that support student success and equity.

Responsibilities for promoting student success and equity may include:

- Reviewing, integrating, and coordinating student success initiatives (SSSP, Student Equity, and BSI)
- Identifying and assessing student needs in order to enhance student success and student equity
- Analyzing MVC student success data, with an equity lens
- Reviewing and recommending outcomes assessment and evaluation
- Exploring current research on student success and equity
- Promoting or recommending instructional and student support programs and services
- Recommending professional development activities and topics

Article 2: Name

The name of this committee shall be the Student Success and Equity Committee, herein and after referred to as the SS&E Committee. It shall be a constituent assembly of MVC members.

Article 3: Membership

The committee voting membership will be comprised of MVC members representing the stakeholder groups of the College: Students, Faculty, Staff and Administration. Members may self-select to serve on the committee.

Article 4: Officers

The officers of the committee shall be known as the Steering Committee and consist of one staff, one faculty, one administrator, and one student. The appointing body of classified staff group (CSEA) and the faculty group (Academic Senate) will select an individual from the respective group to serve on the Steering Committee of the SS&E. The committee members will then confirm steering committee appointments via vote. Additionally, the Vice President of Student Services (VPSS) shall appoint one administrative/managerial facilitator. A recorder shall be a designee of the Administrative facilitator unless otherwise self-elected. Other officers may be elected as needed.

The Steering Committee members will facilitate all committee meetings or appoint a substitute to facilitate in the event that a Steering Committee member is not able to attend. The Steering Committee members will be responsible for reporting committee activity as well as moving forward action items to the Standard II, Student Learning Programs & Services (SLP&S) Subcommittee of the College's Strategic Planning Council and attend all Standard II, SLP&S Subcommittee meetings. In the event that a Steering Committee member is unable to attend the Standard II, SLP&S meeting, they must appoint a proxy to attend and vote in their stead. The Recorder shall keep minutes of the meetings, provide draft minutes to committee members and regularly post approved minutes to the College's website.

Faculty and Staff Steering Committee members are elected in March of an election year. The official term of office begins in July of the year of election and ends in June of the year of the end of the term. Length of service shall be two (2) academic years except for resignation or termination of service to the College. These terms shall be staggered, when possible, in order to maintain continuity with one (1) faculty and one (1) staff Steering Committee member appointed in odd numbered years and one of each selected in even-numbered years (based on the fall semester).

Article 5: Meetings

Regular meetings will occur monthly. If it is deemed that no business is necessary, the members may move to have a meeting cancelled. If it is determined that an unavoidable conflict exists (District Holiday, distinguished event, etc.), a meeting may be cancelled or rescheduled.

Quorum for the regular committee meetings shall be five (5) members present. If a quorum is not met within fifteen (15) minutes after the official call to order for the meeting, a steering committee member will move to modify the agenda to postpone items requiring action. If the quorum is met while the meeting is still in session, the Steering Committee members may move to reinstate the action items. With approval of a motion to consider action items, they are to be entertained in the order of the original agenda.

In the event that a vote is necessary before the next regular meeting or is still required as a result of quorum not being met during a regular meeting, the steering committee members may facilitate an electronic vote via e-mail. This alternate method can be implemented only with clear directions for voting on the item by a specific date and time with appropriate supporting and background information to all voting members at least five (5) working days in advance of the deadline for voting. The only acceptable electronic communication program (e-mail) to be utilized for electronic voting is what has been deemed the official e-mail provided by Riverside Community College District (the District). The voting results shall be made available to the recorder who, in turn, must include them as part of the minutes of the regular meeting.

Article 6: Parliamentary Authority

The rules contained in the current addition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of Standard II, SLP&S, the Bylaws of the Academic Senate, the Bylaws of CTA, the Bylaws of CSEA, or any special rules of order the District may adopt.

Article 7: Amendment of Bylaws

These Bylaws shall be reviewed every two years. Amendments to these Bylaws may be proposed by the Steering Committee members or by written petition from a voting member of the

committee to the Steering Committee members. The proposed amendment must be included in the notice of a regular meeting for the first reading. At the second regular meeting, the amendment will be considered for a vote. To become effective, any amendment so proposed must be approved by a two-thirds majority of the voting members present at the meeting of the committee.

Article 8: Publishing of Bylaws

The official copy of these Bylaws shall be posted on the College website, and be archived with committee minutes on the Standard II, SLS&P website or other electronic media available to members. Any amendment to these Bylaws shall be distributed to all members of MVC (via website) upon adoption.