

Student Success Governance Committee

- **Committee Members in Attendance:** *Emily Hartman, Chair (2017-18, final term); James Edwards (2017-18, first term); Cheryl Lomax (2017-18, first term); Alicia Phillips (2017-18, first term); Laura Soulsby (2017-18, appointed to committee); Anna Zawde (2017-18, student via Collaborate); Hannah Larum (2017-18, student); Rachel Cater (2017-18, student). GUEST: Jeanne Natali*
- **Summary of Meeting**
 - Meeting was called to order at the in the Chickahominy Room of the Chesapeake Student Center on November 1, 2017.
 - Member Laura Soulsby and Guest, Jeanne Natali, Director of Intercultural Learning provided further information regarding Charge 1 (*In collaboration with the Intercultural Learning Center, develop an institutional self-assessment process designed to assess the current state of diversity and inclusion efforts at the college*). The current charge will be updated to provide a clearer scope of the effort to the following charge: *Provide input to the Associate VP of Student Affairs on a diversity and inclusion institutional self-study process.*
 - Under the direction of President Kolovani, the college will conduct an institutional self-study on diversity and inclusion. The timeline for the self-study process is approximately 18 months. This timeline will allow for an intentional process for approaching diversity and inclusion from all dimensions of the college. In the spring semester, under the leadership of Dr. Damrose-Mahlmann, the college will agree on a process for conducting a college-wide study that is inclusive of all voices, including students, and leverages shared governance and constituent-groups. The process is also the product. Once the process is developed, the study will be conducted to evaluate the state of diversity and inclusion at the college, the needs of all constituents, as well as a gap-analysis and review of the distribution of resources. Following the self-study, a 3-year plan for diversity and inclusion, a first for TCC, will be developed that hopefully everyone at the college can get behind. The plan will also include assessment and a process for reporting on efforts and updating to a longer plan.
 - This work aligns with President Kolovani's vision for the Office for Intercultural Learning, now the Intercultural Learning Center, as a part of its natural life cycle. These efforts align with the Diversity and Inclusion Taskforce from the Chancellor of the VCCS. While this 18-month process is in place, TCC's Chief Diversity Officer, Susan James, will continue to report on existing efforts at the college to address diversity and inclusion. At the end of the 18 months, TCC will have a 3-year plan in place that ensures intentional efforts and metrics and has meaning on campus.
 - Student Feedback: Excited to see where this goes, as it will benefit the students. Analysis needed in Portsmouth—there are a lot of inequalities that will help with the gap students.
 - Member Laura Soulsby is co-leading this effort and will be engaged with the work of the committee.
 - **Recommended resources:**
 - VCU (<https://inclusive.vcu.edu/media/inclusive-excellence/2017-22DiversityandInclusionStrategicActionPlanandReporttotheUniversity-VCU.pdf>)
 - Utah Valley University (<https://www.uvu.edu/inclusion/>)

- University of Texas at Austin (<http://diversity.utexas.edu/diversity-and-inclusion-action-plan/>)
 - AAC&U (<https://www.aacu.org/resources/diversity-equity-and-inclusive-excellence>)
 - NERCHE (<http://www.nerche.org/>)
- Chair provided feedback about the early registration initiative which the committee was asked to assist with if possible. While unable to assist with the spring early enrollment period this year, because of timing, the committee solicited the students of the group to provide direct feedback on what would make them register early for classes. The following feedback was received:
- Incentive to register early should be meaningful, (could be for all students OR could be several awards—the first 100 students to register early would receive...):
 - Award or scholarship provided to students who register early. Student who will be attending Liberty University gave the example of receiving a \$3,000 discount for registering early for classes over the next two years at Liberty.
 - Award given to purchase semester worth of books if register early—award would only be for the classes that were registered for during the early enrollment period. “The books are on us!”
 - Early registration could mean that even \$10 taken off per credit hour of classes register for.
 - Push by provosts to check email, a lot of information in the Scoop (Portsmouth). The Scoop is a twice weekly update that is sent directly to students, with information about what is going on around campus. It includes information like the theme of the month, festivals going on, planned events, etc. This information is sent through the askportsmouth@tcc.edu, email.
 - Notifications sent through ACCESS TV and through the billboards around campus
 - For some students, there is no incentive to register early—but that an awareness and outreach are needed to assist with generating the knowledge base that it is time to register, and that early registration is available. Some campuses use Outlook calendar appointments to notify students of events going on or when deadline are. These seem to be helpful because they will pop up on the student’s phone with either accept or decline. The student reads the information and can opt in to receive updates or further information.
- There was some discussion on several other areas, which touched upon some of the other charges that the committee was assigned.
- **Charge 2** (*Propose strategies for educating students about policies and procedural changes related to Guided Pathways, including VIP-PASS, P.A.C.E.*)
 - The establishment of a communications hub to utilize TCC’s website or smartphone app or social media platforms that will allow for reminders to be sent to students.
 - **Charge 4** (*Propose changes to first-time student orientations...*)
 - The establishment of a TCC Preview for all new students to attend. Have there be one large event, new students would attend, schedule their classes, meet with a counselor, set a path for success. This would be a one-day event, possibly managed or could be divided out amongst the Guided Pathways pathway.
 - Students would need to come to campus prior to preview to ensure all of their new student documentation was received.
 - Returning students would have a TCC Preview when it is time to register for their new classes for the upcoming semester. Registration could be by pathway. There would be specific dates per pathway.
 - **Charge 5** (*Updating documents...*)
 - Bylaws document needs to be updated. There are some updates needing to be made with regard to names/titles of committee membership composition. Additionally, the student piece needs to be examined to ensure that students are

represented on the committee. The student representation needs to understand what their place is within the committee and that should be clarified in the bylaws.

- The other policy document that the SSC was responsible for in the past was the proposal for early registration in the spring term for the summer and fall terms. These documents have been uploaded to the Bb site.
- Items moving forward:
 - The Chair will add Hannah and Rachel to the Bb Shared Governance site. If you do not have access to this site, please let the Chair know so that you can be added. This is how the committee will communicate in between meetings as well as to utilize Bb Collaborate if you are unable to attend the meeting in person.
 - The Chair will set-up some discussion boards related to the specific charges and will add documents to the “File Exchange” as reference
 - The Committee will review the Bylaws and the Early Enrollment Proposal and provide feedback on changes that need to be completed prior to the December 6th Meeting.
 - The Chair will invite Dr. Campbell to the December meeting to discuss Charges 2 and 3 (Guided Pathways, VIP-PASS and P.A.C.E.)
 - Wednesday, December 6th meeting will be held on the Norfolk Campus, room TBD

Respectfully submitted by: *Emily Hartman, Chair*