

Integrated Planning and Support for Students (IPaSS) Project Team

Action Charter

This Charter is established between the Student Success Council (the Sponsor) and the IPaSS Team to structure the process and planned outcomes for the IPaSS Team during the one year period 2017-2018.

Purpose: The IPaSS team is responsible for recommending to and accepting direction from the Student Success Council in a coordinated effort to achieve the strategic goals of the college.

Strategic Charge: The IPaSS team is responsible for designing and recommending a case-management team model for students that includes counseling and instructional faculty and classified staff and will provide all students with personal, individualized and integrated guidance and support and an individual communication and engagement platform to monitor their individual educational goal progress and connect them to academic and student support services consistent with the ARC Strategic Plan. The model should be scalable, address disproportionate impact, and make efficient use of college resources.

Scope/Deliverables:

- Design a case-management team model for students with a goal of earning a certificate, degree, or transfer that meets the following requirements:
 - Instructional and counseling faculty
 - Peer mentors
 - Early intervention, integration of support services
 - Ongoing student engagement
 - Teams will implement Start Right experience
 - Tracking / communication tool (SEL, Canvas)
 - Cohorts constructed to align w/Start Right: areas of interest and/or other groups (Athletics, Puente, etc.)
 - Identify elements of the IPaSS experience to be incorporated into the expansion of the Fresh Friday's Program that will be implemented for the Fall 2018 term.
 - Establish a work plan for the team to design a model to recommend to the Student Success Council.
 - Recommend an implementation timeline, which may be in phases over 3-5 years..
 - Submit recommendations to the Student Success Council during Spring 2018 for implementation beginning in Fall 2018.
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Membership: The IPaSS Team is comprised of 20 members (as specified by the ELT) inclusive of representatives of all four primary ARC constituency groups and assigned or appointed by their respective representative bodies (Management Council, Academic Senate, Classified Senate, and Associated Student Body):

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| • Associate Vice President, Student Services [Chair] | Management |
| • IPaSS Coordinator [Co-Chair] | Faculty |
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| • Dean, Enrollment Services | Management |
| • Admissions and Records Supervisor | Management |
| • Counseling Faculty – Categorical | Faculty |
| • SSSP Coordinator | Faculty |
| • SSSP Specialist | Classified |
| • Financial Aid Officer | Classified |
| • Instructional Support Faculty | Faculty |
| • Instructional Faculty | Faculty |
| • Student Support Services Dean | Management |
| • Counseling Faculty – Connect For Success | Faculty |
| • Instructional Dean | Management |
| • Counseling - General | Faculty |
| • Student Services Supervisor | Management |
| • Career Technical Education Faculty | Faculty |
| • Library Faculty | Faculty |
| • Associate Vice President, Instruction/Basic Skills Manager | Management |
| • Researcher - Classified | Classified |
| • Associated Student Body Representative | Student |