

Academic Development Committee Charter

Mission and Purpose:

The Academic Development Committee is dedicated to enhancing student success and increasing persistence and completion of students through, but not limited to tutoring, Supplemental Instruction, **embedded tutoring**, counseling, and supportive services. Moreover, the committee is devoted to the ongoing improvement of transfer level success by addressing new trends in the area of academic legislation, keeping abreast of current research and best practices, **and** coordinating with faculty and other support professionals at Taft College in order to make effective decisions that lead to a clear pathway for students to meet their educational goals.

Committee Membership (recommended but not limited to):

Committee chair elected from voting members listed below

DSPS Faculty

Counselor

Academic Senate Member

Transfer level and below Teaching Faculty (preferably one each from English and math)

Administrator (non-voting member) (preferably one from Learning Resource Center)

Classified Staff Member (non-voting member)

Student (non-voting member)

Committee Goals:

Ensure cohesive educational pathways for students who begin college below or at transfer level in order to help them meet their educational and career goals.

- Orientation
 1. Review orientation practices and make recommendations for students.
- Review and make suggestions to both Academic Senate and Administration for how to help students meet transfer-level legislative demands. This may include but is not limited to:
 1. Ideas for pilot projects
 2. Look at alternative forms of funding opportunities for academic development
 3. Review and discuss best practices
 4. Research and recommend professional development opportunities

5. Make budget recommendations
6. Reporting, planning, and oversight

Role of the Academic Development Committee Chair:

- Create agendas based on the objectives listed
- Facilitate meetings
- Provide minutes for group to review

Membership and Meeting Policies:

Quorum is based on 50% + 1 of voting membership. It is the responsibility of each member of the Academic Development Committee to attend each meeting and adhere to the code of conduct.

Frequency of Meetings:

The Academic Development Committee meets once per month during the Fall and Spring semesters.

Relationship with Other Committees:

The Academic Development Committee is a subcommittee of the Academic Senate. The Academic Development Committee may also make recommendations to other committees.

Self-Evaluation:

The Academic Development Committee shall:

- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year