



- Note:** - The expectation is that the Data Team, Policies & Procedures, and any Implementation Team will communicate directly to Core in order to maintain of all activities being undertaken.
- Implementation Teams: Newly developed teams to strategize & address gaps as identified by student & faculty focus groups.
 - P/P/S was disbanded due to redundancy and workgroups fall directly under the purview of Core

Rev. 11/24/15

Charter Guidelines for Achieving the Dream Core Team

Purpose Statement:

The purpose of the Achieving the Dream Core Team is to coordinate college-wide efforts to increase student completion at the College.

Charter Sponsor

Strategic Planning
Council (SPC)

Membership

Charter Contact

Randy VanWagoner
President

DOES

Task	Action
Participate in all Achieving the Dream activities offered by the Network	Participate
Coordinate analysis of student success data with the AtD Data Team	Coordinate analysis
Work with SPC to coordinate and prioritize implementation strategies regarding student completion efforts.	Coordinate & prioritize
Assist with communication of all AtD efforts throughout the College.	Communicate
Engage all campus employees in understanding how they contribute to the success of students.	Engage employees
Continuously apprise the College of AtD steps being taken and progress being made and challenges being encountered.	Communicate progress

DOES NOT

Make decisions; discuss personnel issues; discuss contractual issues

GUIDING POINTS

- Keep the College mission front and center
- Be creative and think big
- Have patience with yourself, with others, and the College as a whole
- Seek to understand and recognize there are multiple perspectives to each issue

**Mohawk Valley Community College
Charter Guidelines for Achieving the Dream Reading Team**

Purpose Statement:

The purpose of the Achieving the Dream Reading team is to strategize a plan that addresses reading gaps that exist for our students, ultimately increasing success for those enrolled in the identified gateway courses.

Charter Sponsor

Achieving the Dream
Core Team

Membership

Charter Contact

ATD tri-chairs
Maria Ramos
Stephanie Reynolds
Jill Heintz

DOES

Task	Action
Routinely interact with Core & Data teams.	Participate
Coordinate analysis of student success data with the AtD Data Team	Coordinate analysis
Work with Core team to coordinate and prioritize implementation strategies regarding student completion efforts.	Coordinate & prioritize
Inform the communication of all ATD implementation efforts for College awareness.	Communicate
Engage colleagues in understanding how they contribute to the success of students.	Engage employees
Continuously apprise the Core team of steps being taken and progress being made and challenges being encountered.	Communicate progress

DOES NOT

Put decisions into action without presenting to the Core team; discuss personnel issues; discuss contractual issues

GUIDING POINTS

Keep the College mission front and center
Be creative and think big
Have patience with yourself, with others, and the College as a whole
Seek to understand and recognize there are multiple perspectives to each issue

**Mohawk Valley Community College
Charter Guidelines for Achieving the Dream Technology Team**

Purpose Statement:

The purpose of the Achieving the Dream technology team is to strategize a plan that addresses technology gaps that exist for our students, ultimately increasing success for those enrolled in the identified gateway courses.

Charter Sponsor

Achieving the Dream
Core Team

Membership

Charter Contact

ATD tri-chairs
Maria Ramos
Stephanie Reynolds
Jill Heintz

DOES

Task	Action
Routinely interact with Core & Data teams.	Participate
Coordinate analysis of student success data with the AtD Data Team	Coordinate analysis
Work with Core team to coordinate and prioritize implementation strategies regarding student completion efforts.	Coordinate & prioritize
Inform the communication of all ATD implementation efforts for College awareness.	Communicate
Engage colleagues in understanding how they contribute to the success of students.	Engage employees
Continuously apprise the Core team of steps being taken and progress being made and challenges being encountered.	Communicate progress

DOES NOT

Put decisions into action without presenting to the Core team; discuss personnel issues; discuss contractual issues

GUIDING POINTS

Keep the College mission front and center
Be creative and think big
Have patience with yourself, with others, and the College as a whole
Seek to understand and recognize there are multiple perspectives to each issue

Mohawk Valley Community College Student Advisement Design Team

Purpose Statement

The purpose of the Student Advisement Design Team is to explore and make recommendations to improve the College's academic advisement system.

Charter Sponsor

Academic and Student Affairs
Leadership Teams

Charter Contact

Maryrose Eannace and
Stephanie Reynolds

Timeline:

2016

Does	Authority
Review and assess current "total intake/handoff" system	Review/assess
Explore options and models to maximize faculty and staff roles	Explore
Research advisement models and best practices for retention & completion	Research
Consider student access, student service, and quality control	Consider
Identify strategies for student communication	Identify
Identify needs for training & resources	Identify
Make recommendations to Academic & Student Affairs Leadership Team	Recommend

Does Not

Guiding Points

- Be creative.
- Keep an open mind, and not get stuck on "how we've always done it."
- Maintain a mindset of abundance.
- Involve other staff, faculty, and students by asking for their input.

**Mohawk Valley Community College
Student Registration and Payment Workgroup**

Purpose: The Student Registration and Payment Workgroup will review all processes, policies and procedures in the student registration and payment systems to determine best practices.

Charter Sponsor

Achieving the Dream
CORE/Data Team

Charter Contact

Rosemary Spetka, Chair

DOES

Task	Action
Review all policies and procedures associated with the student registration and payment systems	Review policies and procedures
Research other college's registration and payment systems, policies, and procedures	Benchmark other institutions to determine best practices
Engage students in determining what does and does not work from their perspective, including effectiveness of SOAR	Gather student input
Evaluate front-line staff's level of training in the Student Registration System	Determine possible enhanced training needs
Review entire payment system	Review who has authority to review charges and confirm schedules. Review current method of notification to students
Make recommendations to CORE team for changes to be initiated	Make recommendations

DOES NOT

Make independent decisions; discuss personnel issues; discuss contractual issues

GUIDING POINTS

Keep the College mission with an emphasis on the student experience, front and center
Continually investigate new ideas to integrate
Utilize the Data Team when appropriate with requests for data/information/analysis to help inform recommendations

Recommendations requiring programming modifications and/or additions to BANNER/SIRS/DEGREEWORKS/NELNET shall remain within the functionalities of Ellucian, and SUNY-SICAS Center Baseline Software

**Mohawk Valley Community College
Graduation Certification Workgroup**

Purpose: The Graduation Certification Workgroup will review all policies and procedures in the certification process to determine best practices.

Charter Sponsor

Achieving the Dream
CORE/Data Team

Charter Contact

Jim Sunderhaft, Chair

Task	Action
Review all policies and procedures associated with the graduation certification system	Review policies and procedures
Research other college's graduation certification systems, policies, and procedures	Benchmark other institutions to determine best practices
Explore options for a more efficient process for dual majors	Review dual major process
Review and evaluate the current system of course substitution	Review course substitution process
Optimize the use of DegreeWorks in the certification process	Review how Degreeworks is used in the graduation certification process
Investigate the use of an online graduation application in SIRS	Review possibility of online graduation application
Explore ways to enhance communication with second year students	Review current means of communication
Make recommendations to CORE team for changes to be initiated	Make recommendations

DOES

DOES NOT

Make independent decisions; discuss personnel issues; discuss contractual issues

GUIDING POINTS

- Keep the College mission with an emphasis on the student experience, front and center
- Continually investigate new ideas to integrate
- Utilize the Data Team when appropriate with requests for data/information/analysis to help inform recommendations
- Recommendations requiring programming modifications and/or additions to BANNER/SIRS/DEGREEWORKS/NELNET shall remain within the functionalities of Ellucian, and SUNY-SICAS Center Baseline Software