

**Mohawk Valley Community College
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)

Charter Contact

Randy VanWagoner
President

Membership

Tri-chair, Stephanie Reynolds	Tri-Chair - Maria Ramos
Tri-chair, Jill Heintz	Kim Overrocker
Seyed Akhavi	Tony Picente
Janice Lester Bell	Mark Radlowski
Jennifer DeWeerth	Matt Snyder
Maryrose Eannace	Tom Squires
Emily Hantsch	Randy VanWagoner
Paul Katchmar	Stephanie Verostek
Jim Maio	Joe Woodrow
David Mathis	

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

Charter Contact

ATD tri-chairs
Maria Ramos
Stephanie Reynolds
Jill Heintz

Membership

Liz Doherty	Rosemary Mink (Chair)
Rachel Golden	Sue O'Donnell
Bill Hysell	Brandon Shaw
Justin Johnson	Jenny Spinelli
Tia Locke	Gina St. Croix
Stacey McCall	Bill Zogby

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

Melissa Barlett	Troy Little
Natalie Carraway	Jim Lynch
Nivia Cavic	Patrick Mangino
Norma Chrisman	Stacey McCall
Robert Christman	Debbie Otis
Michael Ferris	Maria Ramos
Michael Guariglia	Vito Sparace
Robert Huyck	Matthew Warchal
Marye Ianno	Bill Zogby
Magan Leahy	

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

Membership:

1. Academic Dean
2. Assoc. Dean Student Enroll. & Ret. Services
3. Advisement Center Representative
4. Faculty Advisor from BISS/STEM
5. Faculty Advisor from CLLD/LAHS/CAAH
6. Student Affairs Representative

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

- Make policy or personnel decisions

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

<u>Membership</u>	Total = 10
<ol style="list-style-type: none"> 1. Jennifer DeWeerth, Assoc Dean for Student Enrollment and Advisement 2. Dennis Gibbons, Assoc Dean of Student & Res Life 3. Paul Katchmar, Exec Director of Information Tech 4. Rachel Libby, Technical Assistant 5. Jean Longo, Auxiliary Services 6. Michael Pede, Director of Financial Aid 7. Dan Porcelli, Bursar 8. Richard Pucine, Director of Academic Systems 9. Rosemary Spetka, Dir of Student Rec.& Reg (Chair) 10. Stephanie Verostek, Dir of Campus Services 	

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

Graduation Certification

Purpose: Collaborative work between Rosemary Spetka, Jim Sunderhaft, Joe Woodrow and Lew Kahler to review the current paper process and determine a more efficient system.