

MOHAWK

COLLEGE OF APPLIED ARTS AND TECHNOLOGY

TERMS OF REFERENCE College-Wide STUDENT SUCCESS TEAM

Purpose of Student Success Team

The Student Success Team is a high performance, cross-functional steering committee whose purpose is to:

- cultivate a student success culture across the college
- build an annual Student Success Action plan
- assist in the achievement of the Student Success Action plan outcomes
- act in an advisory capacity to the Student Success Office
- integrate the actions and focus of the Student Success Team and Action plan with other college strategic activity and planning

Goals of the Student Success Team

1. Establish a collaborative approach within the college community to coordinate a review of student success strengths, issues, initiatives and services.

Outcomes of this goal will include a shared college-wide commitment to students and their success; the sharing and acknowledgment of best practices within all areas of the institution and a willingness of all areas of the college to participate in evaluation and feedback.

2. Raise general awareness college wide regarding student learning, including understanding the interaction between the characteristics a student brings to the college and what the educational environment provides.

Outcomes of this goal will include an understanding by all college staff about their role in the context of supporting student success and a commitment of students and college staff to learning.

3. Develop recommendations and strategies to continuously improve student success at Mohawk College.

Outcomes of this goal will be an elevated commitment to and effectiveness of a college-wide student success focus, achievement of outcomes in the Student Success Action Plan and a broadened college reputation due to increased institutional success.

Objectives and Responsibilities

1. To identify and develop strategies for the annual corporate Student Success Action Plan.
2. To promote student success improvements in all programs at all campuses by:
 - acknowledging current student success ‘best practices’ and share college-wide
 - proposing new policy and/or providing input to existing corporate policy and procedures integral to maintaining a student success focus
 - gaining college wide support re: the transition to college and the college role to support the success of its students during this critical period of time
3. To establish working groups based on interest, expertise, campus location and function of specialized area with the role of:
 - identifying the current policies, procedures, initiatives and strategies within academic, administrative and service areas of the college which are contributing to a positive impact or creating a negative impact on the success of students at Mohawk College
 - identifying external factors (political, economic, social, technological) which create an opportunity for, or threat to, advancing student success initiatives at Mohawk College
 - identifying topics within the current student success research which present cause for consideration at Mohawk College
 - recommending strategies to support the improvement of student success at Mohawk College
 - guiding the implementation and evaluation of approved strategies to support the improvement of student success at Mohawk College
4. To establish a communication framework for:
 - raising general awareness college-wide re: the Student Success Team, its role and activities to assist with the development, implementation and evaluation of the Corporate Student Success Action Plan
 - inviting and obtaining input from students, college staff and community on current Mohawk College strengths and weaknesses impacting on the success of students at Mohawk College
 - communicating the findings, evaluations and recommendations following the review of policies, procedures, initiatives and strategies within the academic, administrative and service areas of the college
 - increasing communication and collaboration among academic, administrative and service areas and between these areas and their students

Membership

The VP, Students, Access and Success and Director, Student Services and Success Initiatives will co-chair the Student Success Team. The Co-ordinator, Student Success is

the primary staff resource to the Student Success Team, Action Plan and Student Success Office.

The Student Success Team includes staff and student representation. Members are required to make a commitment to the team for the current academic year. Team representation is from the following areas:

- Academic Schools – Student Success Advisors; representative faculty and/or Associate Deans; VPA
 - Business
 - Lifelong Learning and Brantford
 - Engineering Technology
 - Health Sciences
 - Human Services
 - Arts, Science and Communications

- Students, Access and Success
 - Student Services and Success Initiatives
 - Registrar’s Office
 - Library Resource Centre
 - Centre of Excellence, Students, Access & Success
 - International Education
 - Co-operative Education and Graduate Placement

- HR Staff Services
- Marketing & Communications
- Mohawk Student Association
- Research and Institutional Quality
- other student representatives/leaders
- other staff resource members as required

Accountability

The Student Success Team, through the VP, Students, Access and Success, is directly accountable to the Senior Leadership Team.

Operation

The Student Success Team will meet a minimum of twice per semester. Notes will be recorded and communicated to appropriate individuals. Resource people will be invited as required.

Glossary of Terms

Corporate Student Success Action Plan

Framework: to create review and change so that Mohawk College might advance their current achievements and practices toward creating and sustaining a college-wide student success culture

Goal: to enhance the success of all students in and throughout all programs at all campuses of Mohawk College

Source: August 2002 Mohawk College Student Success Report. Page 15

Student Success

At Mohawk College, “student success begins with the individual’s decision to seek education and attend college, continues with the students’ development while in college and is completed with the student’s transition to life outside of college”

Source: August 2002 Mohawk College Student Success Report and supported by student success research. Page 4

Transition to College

Transition to College is the process that starts when a prospective applicant begins to research the college. The transition continues as the prospective applicant applies to college, becomes an accepted applicant and a paid applicant. The transition to college is completed as the registered student moves through their first semester at the college. The ‘transition to college’ process includes recruitment, registration, orientation, and identification of and services for high-risk students.

Source: August 2003-2004 Mohawk College Corporate Student Success Action Plan. Page 2

Student Characteristics

A student entering into Mohawk College brings with him/her their academic preparation, current career plans, psychological/physical/social/cultural/economic background.