



Charter for EOPS Advisory Group

February 2022 – June 2023

This Charter is established February 2022 between the EOPS Advisory Group and the Student Support Council to structure the process and planned outcomes included herein thru the 2021-2023 academic years.

Purpose

Title V guidelines to require EOPS programs to hold advisory meetings a minimum of twice a year. The operational advisory group meets to provide vital information, program highlights, student data to both internal and external constituent constituents. The advisory group also receives ideas, guidance and recommendations from members in order to support program and college goals for program and student benchmarks as illustrated in the NC EMP goals and objectives.

Charge

The EOPS Advisory Group is responsible for supporting the goals listed below.

Objective 7.6: Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom

Guiding Principles and Assumptions

The guiding principles of this advisory group is to comply with Title V guidelines to hold advisory meetings by working with internal and external constituent groups in support of guiding EOPS/CARE/NextUp students towards academic and personal success based on their educational and career goal through a certificate, training and/or transfer.

Scope & Expected Deliverables

The goal is to collaborate with partners twice a year to discuss issues, program updates, policies and student achievements. The advisory group will assess ways to navigate support for students who struggle to navigate county DPSS services. Work with CSU and other transfer institutions in support of increasing EOPS student success rates. EOPS will collaborate and refer students to other success programs on campus for greater access to support. The advisory group will establish pipeline partnerships with local and regional universities.

Membership

Membership is open to the entire college community. The composition of members include managers, classified professionals, faculty, county, K12, university partners and student representatives.

All EOPS employees will serve as members of the Advisory Group. There will be opportunities for other employees across all constituencies to participate depending on agenda items specific to their area of expertise.

External members invited to participate represent CSU's, K12, county and community partners.

EOPS Advisory Group meetings are hosted by two facilitators voted into the roles every two years by the advisory group.

Meeting Time/Pattern

The EOPS Advisory Group meets approximately once each semester to discuss issues, policies, and procedures related to the EOPS/CARE/NextUp Programs at Norco College. Meetings occur twice a year. Once in fall (November) and once in spring (May). Each meeting is approximately two hours in length. Co-chairs facilitate the meetings. Both in-person and online options will be available.

Roles of Chairs and Members

The facilitators are accountable to the EOPS Advisory Group to ensure the program meets Title V guidelines and regulations along with the continuity of dialogue during meetings including both internal and external constituent groups.

Members are recognized as stakeholders with important expertise and perspectives relevant to the advisory committee that can help to achieve the charter objectives. Members will actively participate in meetings, deliberations, and decision-making processes. While representing the perspectives of the constituency group to which they belong members will engage in effective dialogue with peers with the intention of finding consensus on all issues that come before the advisory group.

It is recommended that the minute recorder (or a designated delegate) shall prepare notes of each meeting and send it to the advisory group within two weeks of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.

Meeting Procedures and Expectations

- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.