



Charter for Undocu-Taskforce

February 2022 – June 2023

This Charter is established February 2022 between the Undocu-Taskforce and the Student Support Council to structure the process and planned outcomes included herein thru the 21-23 academic years.

Purpose

The Undocu-Taskforce is centered on Norco College’s mission of access, equity, and success: to create a safe, welcoming atmosphere on campus for students who are undocumented, to identify safe spaces, and train Undocu-Liaisons on best practices to support undocumented student with resources and advocacy. The Taskforce also receives ideas, guidance and recommendations from other college constituent groups in order to support program and college goals as illustrated in the NC Educational Master Plan (EMP).

Charge

The Undocu-Taskforce is responsible for supporting the goals listed below.

1. Increase campus-wide awareness of barriers Undocu-students experience through workshops and trainings
2. EMP 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 taskforce is to foster equitable support and opportunities by working with internal and external constituent groups in support of guiding Undocumented 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 four times a year to discuss issues, Unity Zone updates, legislation and relevant policies and student achievements. The taskforce will assess ways to navigate support for students who are undocumented.

Membership

Membership is for two years at which time will be revisited. The composition of members includes classified professionals, faculty, administrators, community partners, and local legal services. Facilitators are voted in their roles every two years and will prepare agendas and facilitate meetings.

The Undocu-Taskforce will be comprised of members who are passionate in supporting undocumented students and efforts taking place at the college, community and in the state. The taskforce is an open membership group, yet will include specific external members from the following groups and is based on expertise:

- Legal Services
- Community Liaison
- K12 representative

Meeting Time/Pattern

The Undocu-Taskforce will meet four times a year (twice a semester) during college hour via zoom and/or in-person. The group will convene to discuss current issues, policies, and procedures related to the undocumented students at Norco College.

Roles of Chairs and Members

The facilitators will set the agendas with insight from taskforce members and will guide dialogue during meetings.

Members are recognized as stakeholders with interest to support undocumented students who share perspectives relevant to the taskforce that can help to achieve the charter objectives. Members will attend and participate in meetings, deliberations, and decision-making processes. Information will be disseminated via email and agenda/notes posted on the Unity Zone webpage.

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

Meeting Procedures and Expectations

Members of this taskforce will meet four times per academic year. 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.
- arrive promptly and stay for the duration of entire meetings.

Meeting Procedures and Expectations

- 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.