The first year for the Student Success Council has been one primarily focused on developing the council’s role and identity. This has included many discussions about who we are, what we do, and how we go about carrying out our business. To this end, we have spent a significant amount of time identifying and developing the processes and structures needed for the council to operate smoothly and effectively. It has been a challenging first year, but also one of successes, discovery, and learning. In that sense, it has been a highly rewarding experience. The council has come a long way since its first meetings over the summer and throughout the fall. We now have a stronger sense of identity and purpose; we have a better understanding of who we are and what we do. Still, there is a long way to go. These goals are not the kind that are completed within a specific time frame but instead require ongoing effort and reflection. It is a process of evolution and discovery that is just beginning.

Below are the thoughts of the Student Success Council members on the council’s goals, accomplishments, challenges, and suggestions from the first year. We hope this will help the council to be increasingly effective in the year ahead.

2016-2017 goals

1. Write a mission statement
2. Define processes and procedures for deciding which issues we own.
3. Develop a Process for Identifying Student Success Issues on Campus
4. Create a list of existing groups/councils/committees that could be affiliated with the Student Success Council

Status of goals set:

1. Write a mission statement
   - **Status:** completed
   - The Student Success Council mission statement is as follows:
     The Student Success Council provides a forum to identify major governance issues affecting student success on Bellevue College campuses. This council makes recommendations that promote effective, inclusive, and equitable education.

2. Define processes and procedures for deciding which issues we own.
   - **Status:** Ongoing
   - Over the course of the first year, the development of a system for selecting which issues we should take on has been ongoing. In many ways, this process has developed organically. At the end of the first year, it looks like this:
     - When issues come before the council for consideration, they are discussed on a case-by-case basis to determine if they should be taken up
for further consideration by the council. Members can refer to the Mission Statement and the Council Role (as described in the bylaws) for guidance on these decisions.

- The council is open to hearing nearly any issue brought before it. Should the council decide that an issue is not one that it can or should take on, then it can refer the item to another council or committee for consideration. It can also return the issue to the originating party for further action. If the council refers an issue to another body or returns it for further action, a written explanation is provided to the originating party or other relevant stakeholders.

- **Follow-up action**: the council will draft a process and/or guidelines that describes how we choose issues to take on and bring it to the council for discussion and vote. Such a process would be reviewed on a regular basis.

- There is some concern that the council will become a frequent venue for presentations from various groups and individuals who are soliciting feedback and who are not seeking a recommendation from the council. There is an ongoing question of whether such presentations represent the most effective use of the council’s time.

3. **Develop a Process for Identifying Student Success Issues on Campus**
   - **Status**: Ongoing
   - Over the course of the first year, the council has identified a number of sources that help inform the council about student success issues. Here is a description of some of those sources.
     - **Resource Liaisons.** The council has allotted recurring time on its agenda for the resource liaisons to report out student success issues or initiatives in their respective areas. However, the question remains about how to bring those issues to the council in a timely way. We will continue to explore this question.
     - **ASG President.** Like the Resource Liaisons, the council has allotted recurring time on its agenda for the ASG president to report out student success issues or concerns. In addition, the ASG president has shared the results of student surveys that identify issues related to student success.
     - **Committee Alignment.** Committees that align with the council are an important resource in identifying student success issues from around campus. The process of alignment is just beginning, and development of this resource is ongoing.
     - **Council Membership.** Council members from various divisions and departments on campus bring student success issues to the council.
     - **College Assembly.** Student success issues often come to the council through communication with the College Assembly and with the chairs of other councils.
Groups/Individuals. Groups and individuals from across campus bring student success issues to the council for consideration, review, and feedback.

- **Follow-up action:** The council will continue to identify sources to bring student success issues to the council’s attention and it will continue to develop ways to work with the resource liaisons and ASG president to bring student success issues, initiatives, and concerns to the council in a timely and collaborative manner.

4. **Create a list of existing groups/councils/committees that could be affiliated with the Student Success Council**

- **Status:** Ongoing
- The BC Governance Coordinator’s office has taken the lead in identifying and working with committees to align with the Student Success Council. However, the SSC can also aid in this effort by creating a list of committees that could align with the council and sending that list to the BC Governance Coordinator’s office for reference.
- **Follow-up action:** create a list of committees to align with the SSC and send that list to the BC Governance Coordinator’s office.

**Accomplishments**

- Drafted a comments/proposal intake form that provided an early template for the Governance website.
- Drafted and approved a council mission statement.
- Heard and approved two proposed committee alignments – Veteran Advocacy Committee and Transitions Committee
- Facilitated discussion on college’s approach to Ability to Benefit that has helped move the college forward toward bringing this benefit to students.
- Drafted and passed proposal that the college join Achieving the Dream. This proposal was adopted and approved by the Assembly, President, and Board of Trustees.
- Drafted proposal that the President’s Cabinet develop a policy and procedures to guide the college in how it responds to requests by law enforcement to enter the college for non-emergency reasons. (Still in council.)
- Drafted proposal to change the BC Governance charter regarding Student Success Council membership. (Still in council.)
- The council has made significant strides in “getting into the groove” and gelling as a group.
- Held training on Robert’s Rules that has helped with the smooth flow of meetings.
- The council hosted several speakers who presented on important issues. Some of these presentations led to direct actions, while others were informative and helped the council to better understand its role and the various student success issues on campus.
Here is a sample of some of the presentations and resulting actions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Topic</th>
<th>Resulting Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5/16</td>
<td>AJ Duxbury</td>
<td>Sought feedback on developing guidelines for flexible attendance policies</td>
<td>Request from Council for to see completed guidelines before offering feedback</td>
</tr>
<tr>
<td>10/19/16</td>
<td>Student Trygve Vandal</td>
<td>Spoke on BC United Issues regarding safety on campus</td>
<td>Informational; no action taken</td>
</tr>
<tr>
<td>11/16/16</td>
<td>BC Governance Office</td>
<td>Robert's Rules Training</td>
<td>No action taken</td>
</tr>
<tr>
<td>1/4/17</td>
<td></td>
<td>Alignment with Advising Committee</td>
<td>Forward momentum on committee alignment process</td>
</tr>
<tr>
<td>1/18/17</td>
<td>Harlan Lee</td>
<td>Proposal to pursue Postvention trainings to address suicide risks.</td>
<td>CARE Team has embraced this and is reviewing its role in the process</td>
</tr>
<tr>
<td>2/1/17</td>
<td>Miranda Kato</td>
<td>Presentation on Ombuds Office</td>
<td>Informational; no action taken</td>
</tr>
<tr>
<td>2/15/17</td>
<td>Tuan Dang</td>
<td>Presentation on Ability to Benefit</td>
<td>Facilitated further discussion with Financial Aid on this topic</td>
</tr>
<tr>
<td>3/1/17</td>
<td>Melanie Ruiz</td>
<td>Veteran Advisory Committee Alignment</td>
<td>Alignment approved</td>
</tr>
<tr>
<td>3/15/17</td>
<td>Joyce Carrol</td>
<td>Transitions Committee Alignment</td>
<td>Alignment approved</td>
</tr>
<tr>
<td>4/5/17</td>
<td>Tracy Biga Maclean</td>
<td>Strategic Plan Update</td>
<td>Sent out to members for input</td>
</tr>
</tbody>
</table>

Successes – what worked well

- Good participation and discussion. The council engaged in many discussions about our role, what we do, what issues we should take on, and how we should interact with each other. These discussions contributed to the development of a healthy and effective council culture.
- Agendas are clear and concise
• Storage of information on the SharePoint site – files are relatively easy to access.
• The council provides an open and inclusive space where student leaders and others from various areas of the campus can share their student success concerns and experiences.
• Regular meetings. Although this is a requirement, knowing when we were meeting and what was on the agenda was truly helpful.
• Patient and understanding membership who are collaborative and understanding of the needs and concerns of the council.
• Chair and secretary helped keep the council on track.
• Process of committee alignment is well-documented.
• High level of attendance and participation among members.
• The meetings are productive and interesting.

Challenges

• Developing identity and purpose. There was ambiguity around our scope of work.
• Stability in membership – some positions were difficult to keep filled. (One position is being changed through bylaws revision so that it will be easier to fill.)
• Consistent attendance by student representatives; it has been challenging for students to attend because of time conflicts with classes.
• Identifying potential member students who are invested in participating in the governance system.
• Having students bring student success issues to the council.
• Informing student body about the Student Success Council role and its relevance to students. If students know more about the council and governance in general, perhaps it will increase involvement.
• Identifying the roles of the resource liaisons. Do they play an advisory role? Do they bring issues to the council? If so, how do they determine which issues and/or initiatives they should bring and when?
• Resource liaison attendance. It is difficult to get regular attendance by the resource liaisons.
• Finding time to work on council projects outside of meeting times.
• Sharing the role of minute-taking; no one wants to take perform this task, which means the secretary is busy taking minutes at most meetings and cannot fully participate in the proceedings.
Suggestions for improvement for council and BCG

- Governance Coordinator should send out FYI or Official emails that highlight the work being done by the councils or links to the minutes for councils and Assembly.
- More support from Governance on clarifying governance procedures, timetables, terminology, definitions, membership issues, etc.
- Greater guidance or guidelines to help identify more clearly the role and responsibility of resource liaisons.
- Develop a way to stabilize membership; perhaps holding a pool of available appointees.
- Expand outreach efforts to inform and educate the campus about the governance system. There remains a great deal of confusion and ignorance about how the governance system works.
- Include fewer items on agenda so that we can spend more time focusing on specific items and keep tightly to time limits.
- Better clarification of the difference between governance and operations. More training is needed around which issues are “governance” and which are “management.”
- Rotate meeting minute-taking – everyone needs to take the minutes at least once.
- Use governance funds to hire minute-takers (possible work-study positions).

Potential goals for the year ahead

- Review SSC bylaws for necessary changes or revisions
- Go through campus policies to identify which ones that are related to student success need updating or changing
- Continue to develop system for bringing student success issues to the council, especially in the area of Student Affairs
- Getting students engaged – informing students about what we do (contributes to membership)
- Increase SSC participation in student activities, such as Camp Casey and Mid-Year Leadership Retreat