



DESIGN OF THE COORDINATING GROUP

Group Type: Advisory Committee (non-mandated)

Definition: Per adopted ARC practices, “Advisory committees exist outside of the official governance structure to offer counsel that informs the thinking of various groups including instructional programs. In general, the role of an advisory committee is to supply advice, external perspectives, coordination with partner organizations, and/or subject matter expertise on a narrowly defined topic. *Decision-making, action, and resource allocation* are outside the scope of advisory committees and occur through ARC’s established processes.”¹

Role: The HomeBase advisory committee offers advice and serves as a sounding board. It supplies perspectives from related academic and student service areas; opportunity to coordinate with other ARC programs (internal partners) or community organizations (external partners); and expertise that supports the stated goals and purpose² of the HomeBase program.

Operation: The tri-chairs convene the advisory committee. Recommendations from the advisory committee are jointly considered by the Vice-President of Instruction and Vice-President of Student Services who retain their decision-making authority. At the direction of the vice-presidents, the tri-chairs coordinate together and take action to operationalize approved recommendations.

Composition*: Assistant Dean of FYE (Achieve) and Pathway Communities (*tri-chair*)
Instructional administrator TBD (*tri-chair*)
Counseling Dean (*tri-chair*)
Student representative from each HomeBase (6 total; may be peer mentors or other students)
Faculty representatives from each HomeBase (12 total; instructional and counseling faculty appointed through established process)
HomeBase SPAs
Instructional area deans
Career Center SPA
Transfer Center Specialist
Achieve designee (SPA)
Student support program representatives (TBD as needed)
Dean of Equity and Inclusion
Public Information Officer or designee
Faculty leads from learning communities
Representatives from external partners (TBD as needed)
**The vice-presidents may authorize that any specified role can be filled by a designee with similar perspective*

Meetings: Typically meets monthly; may meet more often if needed

Transparency: Established procedures for advisory committees will be followed

Assumption: Per dialogue at the March 4th meeting, HomeBase is considered to be a program-level planning unit for the purpose of program review and annual unit planning. Insights from the advisory committee may inform those processes, but the unit is responsible for its own objectives, action steps, and resource requests.

¹ Excerpt from Advisory Committees document adopted by Executive Leadership Team, 4/1/19

² See Goals and Purpose document for details