

Educational Support Services (ESS) Operational Group

Draft Charge & Composition

Charge:

To provide a seamless experience for students in GCCCD, the Educational Support Services Operational Group reviews and develops administrative procedures and standard operating practices in the student services and instructional areas, such as project plans for the implementation of legislation related to student services and instruction. The ESS Operational Group confers with the Educational Support Services Council to ensure compliance with policy and procedural guidance for issues impacting students districtwide.

Functions

- Periodically review and recommend changes to policies and procedures on student services and instructional-related matters
- Review and recommend strategies to address legislative and regulatory changes that will impact student services programs and instructional activities
- Support the communication of changes to the campus community to help “close the loop”
- Recommend programs and services that will be beneficial to the educational experience of students
- Assist in the development, implementation, and review of districtwide plans, initiatives, and student support services and activities
- Ensure the use of student success, equity data, and research to inform college practices and the allocation of resources
- Discuss system decisions with overlapping functional impacts
- Use a systems approach to ensure optimal capacity, avoid redundancy of effort, and increase efficiency

Composition

Chair: Associate Vice Chancellor, Educational Support Services

District Members:

- Educational Support Services Business Analyst, District
- Senior Director, Fiscal Services

Member from Each College:

- A representative may be a manager or a classified professional
- Vice Presidents, Student Services
- Vice Presidents, Academic/Instruction
- Admissions & Records Representative

- Financial Aid Representative
- Articulation Officers
- Counselor, Chair or Designee
- Instructional Faculty
- Instructional Dean
- Student Services Dean

Resource Personnel:

- Additional Subject Matter Experts as needed

Reporting Relationships:

- Advisory Group
- The Associate Vice Chancellor, Educational Support Services
- Educational Support Services Council

Meetings

Once a month, as needed