

Bylaws for the South Seattle College Guiding Team

Article I: Name

- The name of this committee shall be The Guiding Team

Article II: Purpose

- The Guiding Team will provide oversight and advisory to the College in reference to the implementation of Guided Pathways. The committee will participate in, and facilitate, discussions that lead to decisions around future direction, design and implementation of the Guided Pathways project.

Article III: Structure

- Leadership: The President is the executive sponsor of the Guiding Team and it is led by the Vice President of Instruction, the Vice President of Student Services, the Chief Data & Strategy office and the Project Director.
- Team structure:
 - The Guiding Team is divided into four committees;
 - Clarify the Path
 - Get Students on the Path
 - Keep Students on the Path (to completion)
 - Ensure students are learning
 - Special Task Forces: Each committee will oversee special task-based groups related to that committee focused on major areas of work
 - Implementation Support Workgroups: Functions that support the implementation and design work of committees, Task Forces, or Guiding Team as a whole.
- Criteria for committee, task force and support workgroup participation
 - Pillar Committees: Bring forth items for action/decision by Guiding Team
 - Special Task Force: Work on task specific issues at request of Pillar Committee or Guiding Team Leads. Recommendations submitted to Pillar Committee.
 - Implementation Support Workgroups: Support work of Pillar Committees, Task Forces, and Guiding Team

Article IV: Membership

- The Guiding Team Consists of: Standing members, ongoing members, annual members
 - Standing Members: Membership is by virtue of position, permanent membership for this position, no term limit
 - President's Cabinet & Guiding Team Leads
 - Ongoing Members: Membership is appointed by President, may be renewed annually to provide ongoing contributions to Guiding Team
 - Instructional Deans and key leaders in student services



- Annual: membership is appointed by President on an annual basis, representation is sought annually (member may reapply to continue at that time)
 - Faculty representing key instructional areas of the college
- Process for replacing members who leave
 - Replacement depends on role (see above) or is appointed by the President

Article V: Meetings

- Frequency
 - The Guiding Team meets once a month for three hours, year round
- Facilitation structure:
 - Project Director facilitates meetings & drafts meeting agenda
 - Meetings recorded by Secretary and submitted for Guiding Team approval at the next meeting
 - Decisions on action items before the Guiding Team will use Robert's Rules of Order
- Quorum:
 - 50% plus 1 of voting members

Article VI: Bylaw review

- Bylaws will be reviewed and updated if necessary on an annual basis by the Guiding Team Leads