Overall Roles and Responsibilities
The Student Success and Support Program Advisory Committee (SSSPAC) is responsible for providing advice to the Chancellor's Office on program policies, processes, and service delivery strategies to increase student success through the Student Success and Support Program (SSSP). The committee reviews program outcomes and provides recommendations for continuous program improvement. The committee also identifies and disseminates effective, research-based practices that aim to help students identify and complete their education and career goals. This is a working committee with frequent communication and meetings to ensure completion of identified objectives and to ensure timely communication to college administrators and staff on state SSSP-related policy and issues.

Responsibilities
The Student Success and Support Program Committee specific responsibilities include:
- Reviewing and providing input on proposed state policy and processes
- Identifying SSSP service delivery strategies that improve the student outcomes
- Providing advice on program implementation
- Reviewing annual statewide program evaluation outcomes
- Assisting with planning SSSP trainings, webinars, and workshops
- Disseminating information about the SSSP discussed during meetings with respective region, association, or constituency to help keep colleges apprised of SSSP implementation efforts and to provide opportunities for broader stakeholder input

Meetings
The committee meets at least four times a year, or additional times as needed to meet time sensitive, program issues. Meeting dates and times should be identified a year in advance.

Subcommittees and Workgroups
The two standing subgroups to the committee are:
1. Assessment Workgroup
2. Counseling Workgroup

Additional ad hoc workgroups may convene as needed.

Membership
The advisory committee shall consists of (28) of members, in addition to the Chancellor's Office Program Coordinator. Committee members constitute a cross-section of the community college shared governance structure, as follows:
- Regional Student Success and Support Program Representatives (College SSSP Deans or Directors/Coordinators). (10 members)
- Noncredit SSSP (2 members)
Academic Senate counseling faculty (2 members)
Research and Planning Group (1 member)
Chief Student Services Officers (2 members)
Chief Instructional Officers (1 member)
Chief Information Services Officer (1 member)
Chief Business Services Officer (1 member)
Classified Senate (1 member)
CCC Student Success and Matriculation Association (1 member)
California Association of Community College Registrars and Admissions Officers (1 member)
California Community Colleges Assessment Association (2 members)
Chief Executive Officer (1 member)
California Community Colleges Basic Skills Advisory Committee (1 member)
Student Senate (1 member and 1 alternate)

The Chancellor’s Office may collaborate with constituent groups to select advisory committee members and has responsibility for confirming final appointments. Each constituent group is responsible for identifying an alternate to participate in circumstances when the primary committee member is not able to do so.

Committee members serve two-year terms, unless the representative organization appoints members for a shorter term. New terms will begin in August or, in the event of a mid-year vacancy, the new term will begin when the new member joins the advisory committee. Prior to end of each member’s term, the Chancellor’s Office will request a new representative from the appointing organization; however, members may serve more than one term.

**Roles of Advisory Committee Members**

- All members are expected to attend the four meetings at the Chancellor’s Office, or participate via phone/telecommunication methods. The Chancellor’s Office will cover travel costs according to state travel policy and rates. If a committee member is unable to participate in more than two consecutive meetings, the Chancellor’s Office may request a representative for appointment.
- Members are expected to actively engage in discussions during meetings and to participate in work groups, as needed.
- Members shall act as a resource within their regions and areas of expertise and will bring concerns and questions from their constituent groups back to the Advisory Committee for discussion.
- The Chancellor’s Office relies on the expertise of committee members to help the group understand and program issues, develop recommendations.
- All members are expected to share information from the advisory committee meetings with their constitute groups. For example, it is expected that the Regional Representatives will meet (in-person or via conference call) with their regions following each Advisory Committee meeting and will review the information discussed.
Committee Structure
The SSSP Advisory Committee shall be co-chaired by the Chancellor's Office Program Coordinator and a representative of the Committee. The Chancellor's Office is responsible for developing meeting agendas, scheduling presenters (as needed), coordinating meeting logistics, and preparing and organizing materials for discussion.

Summary notes of each meeting will be taken by a volunteer of the committee and a Chancellor's Office designee. This responsibility will be rotated among the membership. The aim is to provide a record and summary of issues discussed during the advisory committee meeting soon after the meeting is held.