

**Bylaws**  
**Guided Pathways Steering Committee**  
**Rio Hondo College**

**Charge**

The Guided Pathways Steering Committee, as a sub-committee of the Academic Senate, makes recommendations concerning the direction, design, and implementation of Guided Pathways to the Academic Senate and the District. The Guided Pathways framework creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promote better enrollment decisions and prepares students for future success. The framework integrates support and instructional services in ways that make it easier for students to get the help they need during every step of their community college experience. The committee strives to leverage pathways work to close equity gaps by identifying and addressing causes of inequity in and out of the classroom, thereby increasing student learning and program completion. Design decisions and resource allocation are driven by the needs of disproportionately impacted students.

**Membership**

Faculty (15 minimum, roles can overlap):

- One (1) Academic Senate representative
- One (1) Instructional faculty elected from each academic division
- Two (2) at-large counseling faculty
- One (1) career counseling faculty
- Articulation Officer or designee
- Curriculum Committee Chair or designee
- Outcomes Coordinator or designee
- Staff Development Coordinator or designee
- Guided Pathways Faculty Liaison

Committee or Department Representation

- Institutional Effectiveness Coordinator or designee
- Online Education Coordinator or designee
- Equity Coordinator or designee
- Director of Financial Aid or designee
- Library representative

Students (2):

- Two (2) students selected by the ASRHC

Classified Staff (7):

- One (1) from Admissions and Records
- One (1) from Division secretary or clerk
- One (1) from Financial Aid
- One (1) from Information Technology

- One (1) Research Analyst
- One (1) Instructional Assistant
- One (1) Web Developer

Administrators (4):

- One (1) Counseling Dean
- One (1) CTE Dean
- Two (2) Division Deans

Terms: Committee members shall serve a term of two (2) years and may serve consecutive terms. Students shall serve a one (1) year term.

### **Structure**

Leadership: The Chair shall be elected by majority vote of the members present. The Secretary shall be elected by majority vote of the members present.

Sub-Committees: *Ad hoc* committees shall be formed by majority vote of those members present. These committees shall be charged and will serve for a period of time to be determined at their formation.

### **Meetings**

Frequency: This committee shall meet during the fall and spring semesters at least once a month.

Agenda: The Chair shall develop the agenda. Items for agendas may be suggested by members of the committee for future consideration.

Minutes: The Secretary shall record the minutes and present them for approval.

Quorum: A quorum shall be 50% plus one of the voting members. Committee members are encouraged to find a substitute to represent their area if they are unable to attend. These substitute members will have voting rights and count towards a quorum. Committee members with consistent absenteeism will be asked to find a formal replacement for their membership.

Action Items: The committee will strive to make decisions by consensus. If consensus cannot be reached, then items will be decided by a majority vote of the members present.

Voting: For both in-person meetings and online meetings, all non-unanimous votes shall be taken by roll call. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. If the Chair deems a vote necessary between meetings, a role call vote will be conducted electronically. The motion put forward for voting can be put forward by any member and seconded by any member. The motion will then be restated by the Chair, opened for debate, and restated for a final vote using reply all. Electronic voting via email will be given at least a 24-hr reply time once voting commences. The Chair announces the result of the vote to be included in the next meeting minutes.

Technical malfunctions. Each member is responsible for their connection to the telephone conference call and to the Internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

#### **Bylaw Review**

The bylaws of the Guided Pathways Steering Committee will be reviewed and updated as necessary. An *ad hoc* committee shall be formed for this purpose. Changes to the bylaws will be decided by a two-thirds (2/3) vote of the membership.

*These bylaws were approved by the Guided Pathways Steering Committee on 11/5/2021*