

ACUERDO Committee New Member Orientation Guide

Welcome to ACUERDO!

As a new member of the ACUERDO committees at Roxbury Community College, you are joining a vital team dedicated to upholding and improving academic and institutional standards. This guide will provide an overview of your role, key committees, and essential processes to help you make a meaningful contribution to the RCC Community.

What is ACUERDO?

ACUERDO is our shared governance and a collection of committees responsible for maintaining and enhancing RCC's academic programs, student success, and institutional policies, and where necessary make recommendations via the ACUERDO Secretary to be submitted to the President. ACUERDO ensures that the college's curriculum, resources, and administrative practices are aligned with the college's mission and meet state and federal standards.

Committees Overview

Here is a breakdown of the key ACUERDO committees and their focus areas:

- 1. Library and Academic Technology**
Focuses on academic resources such as the library, technology, and digital tools that support teaching and learning.
- 2. Advising and Retention**
Concentrates on strategies to improve student advising, retention, and support services.
- 3. A-Team (Assessment)**
Reviews best practices and manages assessment processes to measure student learning outcomes and program effectiveness.
- 4. Curriculum**
Responsible for the review, evaluation, and approval of curriculum proposals, including new courses and program changes.
- 5. Facilities, Sites, Health, and Safety**
Oversees the physical campus environment, ensuring that facilities are safe and conducive to learning.
- 6. Scholarship and Honors**
Focuses on recognizing academic excellence, managing scholarship programs, and promoting honors initiatives.
- 7. Professional Development**
Coordinates professional development opportunities for faculty and staff to foster continuous learning and growth.
- 8. Academic and Administrative Policies**
Reviews and advises on policies that affect the academic and administrative functions of the college.

9. **Fiscal Affairs**

Deals with budgetary concerns, financial planning, and resource allocation to ensure fiscal responsibility.

Roles and Responsibilities

As a new member, your responsibilities include:

- **Active Participation:** Attend and contribute to meetings, discussions, and initiatives.
- **Proposal Evaluation:** Review proposals and provide input that aligns with ACUERDO's mission and goals.
- **Collaboration:** Work closely with other committee members and stakeholders to address key issues.
- **Ongoing Learning:** Stay informed about institutional policies, the college's mission, and the state and federal standards that guide our work.

Meetings and Deadlines

ACUERDO committees meet regularly, typically once a month. You will receive meeting agendas and materials in advance, allowing you to prepare by reviewing documents and proposals. Timely attendance and active participation are essential to the success of the committee's work.

How to Get Started

1. **Familiarize Yourself with Committee Resources:** Each committee has resources, including guidelines, past meeting minutes, and proposal templates, that can help you understand the scope of work.
2. **Collaborate with Colleagues:** Engage with fellow members, especially seasoned ones, to understand ongoing initiatives and key areas of focus.
3. **Ask Questions:** If you're unsure about processes or expectations, don't hesitate to ask the committee chair or secretary for clarification.

Conclusion

Your involvement in ACUERDO is crucial for maintaining the integrity of RCC's academic offerings and student success initiatives. Thank you for your commitment to excellence and for your contributions to the continuous improvement of our college.

For any questions or additional support, please reach out to your committee chair or the ACUERDO Secretary, Dr. Mya T. Bowen; email: mtbowen@rcc.mass.edu. Please reference ACUERDO Questions in the Subject line.