HARTNELL COMMUNITY COLLEGE DISTRICT
ONLINE SERVICES COMMITTEE HANDBOOK
A SUBCOMMITTEE OF THE TECHNOLOGY DEVELOPMENT COUNCIL

VISION STATEMENT
Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

MISSION STATEMENT
Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

VALUES STATEMENTS
- ### *Students First*
We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership, and success?"

- ### *Academic and Service Excellence*
We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- ### *Diversity, Equity, and Inclusion*
We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- ### *Ethics and Integrity*
We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- ### *Alliances*
We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- ### *Leadership and Empowerment*
We commit to growing leaders through opportunity, engagement, and achievement.

- ### *Innovation*
Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

- ### *Stewardship of Resources*
We commit to effective utilization of human, physical, financial, and technological resources.

- ### *Health, Safety, and Security*
We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

Hartnell College Vision Statement Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.
Hartnell College Mission Statement: Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

STRATEGIC PLAN 2019-2024 CORE OUTCOMES

Core Outcome 1 – Degree/Certificate Completion

Core Outcome 2 – Degree/Certificate Completion Efficiency (Units & Time)

Core Outcome 3 – Transfer to Four-Year Institutions

Core Outcome 4 – Student Employment Following Training and/or Degree/Certificate Completion

MEMBERSHIP (and terms of service)
◊ Director of IT (Chair, permanent)
◊ Director of Disabled Students Programs and Services (permanent)
◊ Director of Communications, Marketing, and Public Relations (permanent)
◊ Webmaster (permanent)
◊ Distance Education Coordinator (permanent)
◊ Instructional Technologist (permanent)
◊ 1 Classified Manager, Supervisory or Confidential (2-year term, to be appointed by superintendent/president)
◊ 3 Faculty (2-year term, to be appointed by Academic Senate)
◊ 3 Classified Staff (2 CSEA, 1 L-39, 2-year term, to be appointed by CSEA and L-39)
◊ 2 Students (1-year term, to be appointed by Associated Students)

MEMBER RESPONSIBILITY AND EXPECTATIONS FOR PARTICIPATING IN GOVERNANCE
◊ Committee members are responsible for keeping their constituent groups informed about committee actions and matters under review and consideration.
◊ Committee members commit to representing and working toward the best interests of all students, the college, and the community, although each member is encouraged to interact with and express the viewpoints of his/her constituent group.
◊ Committee members commit to preparing in advance of meetings, and to participating fully in Committee meetings.
◊ Committee members commit to engaging in civil and respectful discussion, debate, and deliberation.
◊ Committee members commit to working toward consensus in Committee deliberations prior to taking action. Committee members reserve their right to cast an independent vote.
◊ Committee members commit to supporting all actions taken by the Committee, regardless of the viewpoint each member may individually hold or express on any specific issue or action item.

FREQUENCY OF MEETINGS
Monthly during the academic year.

PURPOSE
As a subcommittee of the Technology Development Council, the Online Services Committee's (OSC) primary focus is to provide oversight for the review, maintenance, and technology used in the district's website, portal, mobile application, and other online services. The OSC will focus on the accessibility, content appropriateness, and home pages of the online services, as well as review, assess, and prioritize change requests and recommendations from the various campus constituent groups regarding those services.

RECEIVES INFORMATION FROM
The following sources appropriate to the work of the Committee, including but not limited to: employees, students, other councils and committees, Academic Senate, program reviews, SLOs, accreditation, performance indicators, site visits, institutional effectiveness outcomes, existing plans and initiatives, labor market information, community and partner input, other trends and/or forecasts.

MAKES RECOMMENDATIONS TO
◊ Technology Development Council

AGENDAS
The chairs and/or co-chairs develop the agenda for committee meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

COMMITTEE RESPONSIBILITIES
1. COMMITTEE RECOMMENDATIONS
   ◊ Provides recommendations to the Technology Development Council for services and content related to online services.

2. BOARD POLICIES & ADMINISTRATIVE PROCEDURES
   ◊ Provides input to the Technology Development Council for Board policies and administrative procedures related to online and related services.

3. ACCREDITATION
   ◊ Review and keep knowledge current regarding accreditation standards, eligibility requirements, and policies related to online services.
   ◊ Provide input when appropriate to accreditation processes.

4. BUDGET
   ◊ Submit recommended budget items to the Technology Development Council.

5. PLANNING/RESEARCH
   ◊ Review college goals and key performance indicators regularly as related to online services.
   ◊ Review and recommend approval of online services software and content.
   ◊ Review online services content for accessibility and make recommendations for improvement.

6. EVALUATION OF COMMITTEE EFFECTIVENESS
   ◊ Conduct evaluation of the effectiveness of the Committee every 2 years.