

Maricopa County Community College District  
Minority Female Initiative (MFI)

## Women Rising Program



## Operating Procedures and Chapter Guidelines

2016-2017



MARICOPA  
COMMUNITY  
COLLEGES®

Division of Academic and Student Affairs

MCCCD is an EEO/AA Institution

**MARICOPA WOMEN RISING PROGRAM**  
Operating Procedures and Program Guidelines

**Table of Contents**

HISTORICAL SUMMARY	SECTION 1
MISSION STATE	SECTION 2
PROGRAM GOALS	SECTION 3
PROGRAM PURPOSE	SECTION 4
GOVERNING BOARD OUTCOMES	SECTION 5
PROGRAM OPERATIONS	SECTION 6
STUDENT ELIGIBILITY	SECTION 7
CHAPTER BYLAWS	SECTION 8
ROLE OF CHAPTER COORDINATOR/ADVISER	SECTION 9
DISTRICT ANNUAL EVENTS	SECTION 10
WOMEN RISING CHAPTER STUDENT PROFILE FORMS	SECTION 11
METRICS	SECTION 12
RECRUIT/PROMOTIONAL MATERIALS	SECTION 13
WOMEN RISING PASSPORT SHEET	SECTION 14
CHAPTER ACTIVITY IDEAS	SECTION 15

## **1. HISTORICAL SUMMARY**

The Women Rising (MFI) was created to improve the retention and degree completion rates of minority female students attending the Maricopa Community Colleges. The MFI Program was initiated in response to both national and Maricopa data (from the 2008 Annual MCCCDC Monitoring Report). National research indicates that minority females are not attending and/or graduating from college at the same rate as their female or female counterparts. The District Monitoring Report indicated that minority students, in particular minority female students, were under-performing, had higher program non-completion and course withdrawal rates, and that Black and Hispanic females had lower persistence rates than any other group.

In 2014, the MFI program was redesigned to provide a more structured and outcome based approach to how it supports students. The District Office of Student Affairs collaborated with the colleges to establish Women Rising Network (WOMEN RISING) Chapters at each site. The WOMEN RISING Chapters are led by student officers and supported by a Program Coordinator/Adviser(s). The colleges have designated college staff members to lead and guide the chapters. The Chapters participate in college and District support activities that support student success.

### WOMEN RISING Chapter Locations

1. Chandler Gilbert Community College
2. Estrella Mountain Community College
3. Gateway Community College
4. Glendale Community College
5. Mesa Community College
6. Paradise Valley Community College
7. Phoenix College
8. Rio Salado College
9. Scottsdale Community College
10. South Mountain Community College

## **11. PROGRAM GOALS**

The goals of WOMEN RISING are to

- Increase the access, persistence, and graduation/transfer rates of minority female students
- Connect minority female students with academic, career, and professional support resources and services

- Create a culture of success and empowerment among minority female students

## **12. MISSION STATE**

Connect. Commit. Complete Your Goals!

## **13. PROGRAMMATIC PURPOSE & THEMES**

The purpose of this program is to actively explore, coordinate, and strategies that improve the access and persistence rates of minority female students in the Maricopa County Community College District. Each college campus will develop and support a WOMEN RISING Chapter at their respective college. The activities of WOMEN RISING are intended to enrich the lives and experiences of its students through providing academic guidance and enrich, personal develop experiences, activities aimed at cultural exposure and professional networking opportunities. WOMEN RISING activities are aligned with the programmatic themes of *Empower, Engage, Success, Leadership and Sisterhood*.

## **14. MARICOPA COMMUNITY COLLEGES GOVERNING BOARD OUTCOMES**

The WOMEN RISING Program is aligned with the MCCCDC Governing Board outcomes by improving retention rates and closing the achieve gaps for Minority Female Students. WOMEN RISING Program participants are exposed to numerous MCCCDC academic and professional/personal support services, activities, and events.

The Governing Board Outcomes are:

1. University Transfer Education and General Education
2. Workforce and Economic Develop
3. Develop Education
4. Community Develop and Civic and Global Engage

## **6. PROGRAM OPERATION**

The WOMEN RISING Program is coordinated and supported by the MCCCDC Division of Academic Affairs and Student Affairs and is based out of the District Student Affairs Office. This coordination includes, but is not limited to:

- Providing District-wide program direction and align with the MCCCDC Governing Board Outcomes
- Providing District support to each campus program; including but not limited to advocacy, promotion, and updating external/internal stakeholders

- Seeking additional funding to assist in program coordination and student scholarships
- Facilitating coordinator/adviser meetings
- Facilitating District-wide recruit, retention, and persistence efforts
- Maintaining communication among all the campus WOMEN RISING programs

## **15. STUDENT ELIGIBILITY**

- Members of the WOMEN RISING Chapter must at least be enrolled in six (6) or more credit hours
- Members of the WOMEN RISING Chapter must maintain a minimum 2.0 grade point average
- Members of the WOMEN RISING Chapter must participate in student group meetings, surveys, focus groups, and campus and district events

## **8. WOMEN RISING CHAPTER GUIDELINES**

### **Chapters**

Each college will develop and support a WOMEN RISING Chapter at their respective college. The activities of WOMEN RISING are intended to enrich the lives and experiences of its members through providing academic guidance and enrich, personal develop experiences, activities aimed at cultural exposure and professional networking opportunities. WOMEN RISING activities should be aligned with the programmatic themes of *Empower, Engage, Success, Leadership and Sisterhood*.

### **Membership**

- The membership of each WOMEN RISING chapter will consist of a minimum of 10 students
- All members of the WOMEN RISING Chapter must be a currently enrolled credit student at a MCCCDC college or skill center
- Members of the WOMEN RISING Chapter must at least be enrolled in six (6) or more credit hours
- Voting in meetings, candidacy for office, nomination of candidates, and initiation of motions shall only be privileges granted to those students who are active members of the chapter

## **Officers and Elections**

- Officers must be members of the WOMEN RISING chapter who are enrolled in at least six (6) credit hours with a minimum GPA of 2.5 who have been an active member of the chapter for a minimum of one full semester prior to seeking office
- Elected officers of this organization shall consist of the following: a President, Vice-President, Secretary and Treasurer
- Officer terms are for a minimum of two semesters (fall/spring)
- Elections are to take place by the second meeting of the fall semester
- An officer of this body may resign by submitting a letter of resignation to a member of the Executive Committee (President, Vice-President, Secretary, and/or Treasurer) and the Program Coordinator/Adviser
- An elected officer may be recalled and removed from office by a two-thirds majority vote cast in a regular scheduled meeting. Current members who are enrolled students and members in good standing with the institution can initiate recall action for any office
- Executive member positions shall be filled by a special election held at the next regularly scheduled meeting
- Special officer elections shall come under the heading of new business during a regularly scheduled chapter meeting

## **President**

1. Shall be the official representative and spokesperson of the organization.
2. Shall preside over all Executive Board and Organizational meetings.
  - a. To open the meeting at the appropriate time.
  - b. To announce in proper order the agenda.
  - c. To recognize members who are entitled to the floor.
  - d. To state and put to vote all questions that comes before the assembly.
  - e. To enforce the rules relating to debate and order.
  - f. To facilitate business compatible with the rights of members.
  - g. To respond to inquiries from members
  - h. To authenticate by his/her signature all focus needed by the organization.
  - i. To declare the meetings adjourned when the assembly votes to adjourn.
3. Shall serve in a leadership role over activities of the organization.
4. Shall have the power to appoint committees.
5. Shall appoint a chairperson(s) for each committee; if necessary.

6. Shall maintain communication with administration and faculty regarding organizational matters.
7. Shall execute all other duties necessary for the successful administration of this office.
8. Shall appoint interim officers if vacancies occur; appoint with the approval of the Executive Board 2/3 vote or better.
9. Shall have the power to dismiss any member creating unrest in the organization.
10. Shall maintain an 80% attendance rate in the executive and WOMEN RISING Chapter meetings.

**B. Vice-President**

1. Shall assist President in performance of duties.
2. Shall preside over all general meetings.
3. Shall assume Presidential duties in his/her absence or upon request.
4. Shall succeed to President's office upon resignation or disqualification of president.
5. Shall act as parliamentarian for the Organization.
6. Shall execute other duties necessary for the success of organizational undertakings.
7. Shall send out to member(s) a notice, or call, of each meeting.
8. Shall maintain an 80% attendance rate in the executive and WOMEN RISING Chapter meetings.

**C. Secretary**

1. Shall record and keep up to date records of all meetings and activities.
2. Shall maintain the record book in which the constitution, bylaws, rules of order, standing rules, and minutes are entered.
3. Shall work with the President in correspondence to other organizations and activities.
4. Shall make all minutes and records available to members upon request.
5. Shall furnish committees with whatever focus are required to perform their duties.
6. Shall have a list of all existing committees and their members at each meeting.
7. Shall have a roster of official members.
8. Shall maintain an 80% attendance rate in the executive and WOMEN RISING Chapter meetings.

**D. Treasurer**

1. Shall have record of all financial activities.
2. Shall prepare and deliver a treasurer's report to all regular meetings.
3. Shall prepare a financial report after each WOMEN RISING Chapter activity.
4. Shall keep the MFI adviser updated and informed on all financial items.

5. Shall call the meeting to order in the absence of the President and Vice-President.
6. Shall inform all students, faculty and staff of all organizational functions.
7. Shall maintain an 80% attendance rate in the executive and WOMEN RISING Chapter meeting

### **Meetings**

- A regular meeting shall be constructed to mean any gathering of members of this organization when a quorum is present
- A quorum shall be defined as thirty percent of the current membership of this organization, or five members of this organization; whichever is larger. In addition, two officers and the faculty/staff adviser must be present.
- The Chapter must hold and participate in a minimum of two meetings and/or activities per month
- All subsequent meetings shall be announced at regular meetings and posted. If a special meeting is to be called, members shall be informed by mail, email, and/or telephone call
- *Robert's Rules of Order* should provide guidance as to how meetings should be conducted ([www.robertsrules.com](http://www.robertsrules.com))

### **Professionalism**

Unless otherwise indicated, it is expected that students dress professionally for WOMEN RISING sponsored events. All WOMEN RISING Chapter students are expected to abide by MCCC's Student Code of Conduct:

[http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_5.php#discipline](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_5.php#discipline)

### **9. ROLE OF THE WOMEN RISING PROGRAM COORDINATOR/ADVISER**

- The Program Coordinator/Adviser will provide overall guidance and support to the WOMEN RISING Chapter
- The Program Coordinator/Adviser will assist students in planning and organizing events activities
- The Program Coordinator/adviser should alert the group when he or she feels the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within the bylaws, by the institution, or by law



- The Program Coordinator/Adviser assists when members of the club/organization need to make appropriate contacts with college officials, faculty, outside agencies, etc. by:
  - ✓ Representing the administration, and referring students to, or consulting with the Student Life & Leadership depart concerning chapter activities
  - ✓ Responsible for approving all fiscal transactions of the organization
  - ✓ Working with the club/organization in upholding the District, College, local and state policies and regulations
  - ✓ Arrange travel arranges for WOMEN RISING students to attend events and activities

In addition the Program Coordinator/Adviser will:

- ✓ Conduct classroom presentations promoting the WOMEN RISING Program
- ✓ Collaborate with Academic Affairs and Student Affairs divisions and departs, with a focus on academic/student support services
- ✓ Facilitate and coordinate WOMEN RISING campus events/discussions
- ✓ Assist with tracking WOMEN RISING Chapter student academic progress
- ✓ Coordinate and meet with the District WOMEN RISING Program Advisers
- ✓ Advertise the WOMEN RISING Chapter and its events in accordance with campus marketing depart guidelines

## **10. DISTRICT ANNUAL EVENTS**

Annual events coordinated by the District Office of Student Affairs include:

- WOMEN RISING Adviser/Student Summer Retreat
- WOMEN RISING Graduation Luncheon and Awards Ceremony
- WOMEN RISING Induction Ceremony
- Annual WOMEN RISING Success and Leadership Conference

## **11. WOMEN RISING STUDENT PROFILE SHEET**

Students will complete a student profile form that will be submitted to their WOMEN RISING Chapter Adviser. The Women Rising Adviser will enter this information on this form:

<https://docs.google.com/a/domail.maricopa.edu/forms/d/10pZxkp83BuG3rl3TJhsW9lqiGyZ0bjggMuYBT3vqnAl/viewform>

These forms are due to the District Office of Student Affairs by October 1<sup>st</sup>. Information requested from students will include:

- Date
- Student Name
- Student I.D.#
- College
- Email Address
- Study Area/Major
- Credits completed
- Enroll Status (Full time/Part time)
- Intent/Goal

## 12. METRICS

WOMEN RISING will utilize Governing Board Metrics to follow the academic progress of participating WOMEN RISING Students. The metrics may be found at:

<http://www.maricopa.edu/publicstewardship/governance/boardpolicies/metrics.php>

The following are metric examples:

- Fall-to-Fall Retention Rate
- Graduation Rate (Degree/Certificate)
- Percent of students completing college-level math and/or English
- Semester-to-Semester Retention Rate
- Number and percent of students who achieve their stated education or training goals
- Transfer rate to state public universities
- Success rate in college-level math after completion of developmental math
- Success rate in college-level English after completion of developmental English
- Success rate in college-level courses after completion of developmental reading
- Success rate in developmental courses
- Graduation rate of students who were ever enrolled in a developmental course

### **13. RECRUIT & PROMOTIONAL MATERIALS**

The District Office of Student Affairs has posters, flyers, cards, and brochures to assist in promoting the program to students. Contact the office to have materials sent to you.

### **14. WOMEN RISING Program Student Participation Form**

<https://docs.google.com/a/domail.maricopa.edu/forms/d/10pZxkp83BuG3rI3TJhsW9IqiGyZ0bjggMuYBT3vgnAl/viewform>

Throughout the course of the year we want WOMEN RISING Chapter students to engage and utilize college support resources and participate in events.

## 16. WOMEN RISING CHAPTER ACTIVITY IDEAS

### MFI/WOMEN RISING Chapter Activity

#### Fall Semester Example

##### August

- Promote WOMEN RISING and Recruit members (flyers, business, cards, posters, presentations, information tables)
- Hold information meetings

##### September

- Promote WOMEN RISING and Recruit members (flyers, business, cards, posters, presentations, information tables)
- Hold first meeting (mixer, information session, networking)
- Identify core members
- Elect chapter officers
- Hold orientation for officers
- Plan fall events and meetings
- Begin process to get club status (if desired)

##### October

- Hold meeting/activity (at least 2x a month)
- Invite speakers to meetings that promote student success (financial aid, scholarships, careers, etc. ) or are leaders/role models
- Plan, coordinate, and participate activities that promote empower, engage, success, leadership, and Sisterhood

##### November

- Hold meeting/activity (at least 2x a month)
- Plan, coordinate, and participate activities that promote empower, engage, success, leadership, and Sisterhood
- Participate in a community service event or activity
- Invite speakers to meetings that promote student success (financial aid, scholarships, careers, etc. ) or are leaders/role models
- Visit a local business or cultural center

##### December

- Hold meeting/activity (at least 2x a month)
- Hold an end of semester celebratory event for the chapter
- Make travel arranges for 2017 MFI/WOMEN RISING conference

District Office of Student Affairs  
Maricopa Community Colleges  
2411 West 14<sup>th</sup> Street  
Tempe, AZ 85281  
480-731-8825  
[www.maricopa.edu/studentaffairs/womenrising](http://www.maricopa.edu/studentaffairs/womenrising)