

Name:	Recruitment and Retention Committee				
Purpose:	The purpose of the Recruitment & Retention Committee is to pursue institutional improvement by continuous review of goals and strategies that improve retention, persistence and completion rates across the college, and to make recommendations on programming, initiatives, and services that effect the recruitment, retention, and success of students.				
Sponsor:	Provost				
Chair:	Elected from membership				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	1 Institutional Research Staff Member	Representative	Institutional Research	Y	
	1 PR & Marketing Staff Member	Representative	PR & Marketing	Y	
	1 Instructional Dean	Representative	Varies	Y	
	2 Non – Instructional Deans	Representative	Admission & Financial Aid Student Affairs	Y	
	1 Admissions & Financial Aid Staff Member	Representative	Varies	Y	
	1 Student Affairs Staff Member	Representative	Varies	Y	
	1 Information and Technology Staff Member	Representative	Information and Technology	Y	
	6 Faculty/Chair or Program Director <i>*Teaching Duties are Required</i>	Representative	Two from each school	Y	
	3 Faculty	At-large	Varies	Y	
	1 Staff	At-large	Varies	Y	
	1 Student	At-large	N/A	Y	
Membership Totals:	19 Total Members—all voting				
Resources:	Strategic Plan, KPIs, Institutional Effectiveness Office, Shared Governance Guidelines, HLC Criteria for Accreditation, AHECB Policy, College and Board Policy				

Recruitment & Retention Committee Charter

Last Revised: 11/28/2022

Meeting Schedule:	1 st Tuesday, monthly @ 2:00 PM
Duties: (Reviewed Annually)	<ol style="list-style-type: none">1. Defines ambitious, but attainable goals for student recruitment, retention, persistence, and completion;2. Recommends recruitment, retention, persistence, and completion targets to Planning and Budgeting Council;3. Analyzes and uses information on student enrollment, recruitment, retention, persistence and completion of programs to make recommendations for improvements as warranted by the data and develops strategies for sharing results college-wide.4. Recommends processes and methodologies for collecting and analyzing information across the college in developing institutional KPIs related to recruitment, retention, persistence, and completion;5. Conduct analysis of trends and review retention, persistence, and completion key performance indicators (KPIs) continuously;6. Examines all relevant data to better understand potential impacts on the College's success in meeting enrollment, retention, and graduation goals;7. Examines existing and ongoing institutional research on student engagement and student satisfaction to determine areas of strength and concern that impact enrollment;8. Examines issues of student academic success and persistence and recommends strategies for maximizing student success;9. Studies impacts on access and equity and make recommendations to promote recruitment, retention and graduation of students of color.10. Develops long-term, data-informed planning and implementation recommendations for the institutional marketing plan;11. Provides information and support for the development of an institutional strategic enrollment management plan.12. Promotes collaboration and information sharing;13. Proposes initiatives to engage faculty and staff in creating and participating in high-impact recruitment and retention activities

HLC Alignment:	<p>HLC Criteria for Accreditation</p> <p>Criterion 4</p> <p>4.A. The institution ensures the quality of its educational offerings.</p> <p>6. The institution evaluates the success of its graduates. The institution ensures that the credentials, degree or certificate programs it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.</p> <p>4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.</p> <ol style="list-style-type: none">1. The institution has defined goals for student retention, persistence, and completion that are ambitious, attainable and appropriate to its mission, student populations, and educational offerings.2. The institution collects and analyzes information on student retention, persistence and completion of its programs.3. The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.) <p>Criterion 5:</p> <p>5.D. The institution works systematically to improve its performance.</p> <ol style="list-style-type: none">1. The institution develops and documents evidence of performance in its operations.2. The institution learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts. <p>ASSUMED PRACTICES</p> <p>A. Integrity: Ethical and Responsible Conduct</p> <p>4. The institution provides clear information regarding its procedures for receiving complaints and grievances from students and other constituencies, responds to them in a timely manner, and analyzes them to improve its processes.</p> <p>7. The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with specialized, national, and professional accreditation agencies.</p> <ol style="list-style-type: none">c. An institution that provides a program that prepares students for a licensure, certification, or other qualifying examination publicly discloses its pass rate on that examination, unless such information is not available to the institution. <p>B. Teaching and Learning: Evaluation and Improvement</p> <p>7. Institutional data on student retention, persistence, and completion are accurate and address the full range of students who enroll.</p> <p>D. Resources, Planning, and Institutional Effectiveness</p> <p>4. The institution maintains effective systems for collecting, analyzing, and using institutional information.</p>
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	<p>HLC Federal Compliance</p> <ul style="list-style-type: none"> • REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC • ADVERTISING AND RECRUITMENT MATERIALS AND OTHER PUBLIC INFORMATION • REVIEW OF STUDENT OUTCOME DATA • PUBLICATION OF STUDENT OUTCOME DATA
<p>Boundaries:</p>	<ul style="list-style-type: none"> • Council/Committee input is related to the defined purpose and may be strategic, operational or improvement focused in nature. • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations. • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.
<p>Operating Guidelines:</p>	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> 1. Annually review charter. 2. Annually train members on effective and efficient meeting practices using quality tools. 3. Annually select chair and recorder, if needed. 4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members. 5. Receive and review reports on a monthly basis. Provide feedback to each committee. 6. Submit recommendations to appropriate Council. 7. Prepare monthly reports for appropriate Council. 8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide. <p><u>Committee/Council Business</u></p> <ol style="list-style-type: none"> 1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation. 2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM. 3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting. 4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.

5. All action items must be completed in a timely manner; preferably by the established deadline.

Meetings

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
 1. It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
5. If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences and will submit a request for a replacement to the supervisor or constituency.
 - If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities, but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.
6. Meetings will be open to all represented persons although privileges may be limited.
7. Begin and end meetings on time: use cell phones as universal time
8. Quorum will be 50% plus one of the total current membership.
9. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.
10. Decisions will be made based on a majority vote of those present.

Member Conduct/Ground Rules

1. Come prepared; Read all materials prior to meeting.
2. The meeting environment is a safe zone; there is no rank in the room.
3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
4. One speaker at a time.
5. Agree only if it makes sense to do so.
6. Support decisions made on consensus.
7. Keep comments on target with topics/tasks at hand.

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	<p>8. Be respectful of one another.</p> <p>9. All ringers on cell phones/electronic devices should be turned off or set on vibrate.</p> <p><u>Annual Evaluation Process</u></p> <p>A. Past Year's Accomplishments of Goals Committee/Council Self-Evaluation</p>
Subcommittees:	None
Versions:	<p><input type="checkbox"/> Charter Drafted: 1/14/2019</p> <p><input type="checkbox"/> Charter Adopted: 7/1/2019</p> <p><input type="checkbox"/> Revised: 11/28/2022</p> <p><input type="checkbox"/> Revised:</p>