

Recruitment & Retention Committee

Statement of Purpose

To facilitate open communication regarding the programming, initiatives, and services effecting the recruitment and retention of students.

Propose, plan and coordinate new initiatives and engage faculty in creating and participating in recruitment and retention activities.

Support programming, initiatives, and services effecting the recruitment and retention of students.

Provide advice and make recommendations on programming, initiatives, and services effecting the recruitment and retention of students.

Promote initiatives to the Planning Council and other constituents.

To make recommendations regarding the recruitment and retention of students.

Operating Procedures:

Concerns are heard regarding programming, initiatives, and services affecting the marketing, recruitment and retention of students.

Concerns deemed appropriate are researched, discussed and implemented by the Committee.

Members are chosen through the designated Faculty and staff selection procedures. The Chair and the Recorder are elected by Committee membership. The outgoing Chair conducts elections prior to his/her departure.

Members leaving the Committee before their term is completed should notify the Committee of their approved replacement before exiting the Committee.

Authorization

Authorized by the FSEC, SSEC

Structure of the Committee

- Two members from each of the following areas (staggered 2-year terms):
 - Admissions & Counseling (faculty)
 - Tech 1 (faculty)
 - Tech 2 (faculty)
 - UC (faculty)
 - Kupu Kawai Council (faculty)
 - Student Representatives (as determined through Student Senate)
 - Staff at Large Representatives

- One faculty member from the following:
 - EMC
 - PCATT
 - Gear-Up
 - CSC
 - Student Access
- Standing Committee Members:
 - Student Life Director
 - Retention Specialist

It is encouraged that Representation from the Administration participate in the Recruitment and Retention Committee meetings.

Scope of Authority

Advises and makes recommendations to the FSEC, SSEC, and Administration and coordinates campus-wide Recruitment and Retention initiatives.

Meetings

Recruitment and Retention Committee generally meets alternating weeks during the Fall and Spring semesters and at least once during the Summer. Recruitment & Retention sub-committee meetings can take place on alternating weeks when general meetings are not held

Documentation/Communication

- Minutes are kept by the recorder and posted on the Intranet.
- The end-of-the-year report is sent to FSEC, SSEC and forwarded to the next committee.
- The Committee will review its charter once a year.

Approved by FSEC: October 6, 2006, revised March 16, 2009

Approved by SSEC: January 26, 2007