



Board of Trustees: Enrollment Services and Student Success Committee Charter

Purpose:

The Enrollment Services and Student Success Committee is responsible for overseeing the recruitment and retention of students and for ensuring that the co-curricular and extra-curricular needs of the student body are met. This committee monitors the University's enrollment initiatives and provides guidance for, and oversight of, effective recruitment programs, including the utilization of institutional financial aid. The committee focuses on the holistic development of the student outside of the classroom, and provides for programmatic offerings which provide a positive student experience and enhance student learning outcomes.

Staff Officer:

The Vice President for Enrollment Services and Student Success of the University shall serve as staff officer of this committee.

Meetings:

The committee shall meet at least three (3) times during the year and in conjunction with the regularly scheduled Board meetings. Generally, these meetings will occur the day before the regular Board meeting.

Agenda, Minutes and Reports:

The staff officer will be responsible for developing agendas and materials for the board, in collaboration with the chair of the committee. Minutes of all meetings shall be prepared by the Staff Officer. The minutes shall be approved by the committee at the following meeting. Minutes will also be sent, once approved, to the Executive Committee of the Board. The Chair will make regular reports on Committee actions at the following Board meeting.

Responsibilities:

- Assure that there is a current strategic enrollment plan for the University, based on academic offerings, demographic forecasts and market trends.
- Ensure that annual plans are in place for the recruitment of students and the awarding of institutional financial aid.
- Review reports on current student needs and concerns as they relate to the enrollment and retention of students.

- Focus on long-range concerns and forecasts relating to changing student needs in areas relevant to student life on campus, as well as, curricular, co-curricular and extra-curricular opportunities for study abroad and service-learning.
- Bring recommendations concerning plans, policies and procedures to the Board of Trustees on matters pertaining to student life on campus, including student governance, health and wellness, residence life, campus ministry, student conduct, athletics and recreation, and student activities, clubs and organizations.

11/10/2018 – The Board of Trustees approved amending the Bylaws by removing the purpose, responsibilities, and information about each of the Board of Trustees' Committees and creating a Committee Charter for each of them.