Recruitment & Retention Committee

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

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

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

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

To promote initiatives to the appropriate constituents.

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 recommended by the Committee.

Concerns deemed appropriate are tasked to subcommittees on an as needed basis.

Members are chosen through the designated Faculty and staff selection procedures.

Members who have voting rights can vote by proxy.

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
At least one representative from each of the following areas (staggered 2-year terms):

Academic Support Services
Admissions Counselor (standing member)
Tech 1 (faculty)
Tech 2 (faculty)
UC (faculty)
Education Media Center
Kupu Ka Wai Council
PCATT
Gear-Up
Student Life Director (standing member)
Student Support Services
Student Representative
Staff-at-Large

It is highly recommended that Representation from those tasked with Marketing, Recruitment and Retention participate in the Recruitment and Retention Committee meetings.

Scope of Authority
Advises and makes recommendations to the appropriate constituents 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.

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 22, 2010
Approved by SSEC: November 12, 2010