

## Enrollment/Retention Management Committee (ERMC)

### Procedural Guidelines

#### **Purpose and Description of the Committee (from the Planning and Budget Council By-Laws):**

Enrollment/Retention Management Committee. The Chair, in consultation with the Vice Chair, shall appoint an Enrollment/Retention Management Committee. The Committee will be responsible for monitoring the effective management of the university's enrollment (both undergraduate and graduate) including practices and procedures necessary to ensure student diversity and persistence to graduation in addition to forecasting future student enrollments. The Committee will make recommendations for continuous improvement in the practices and procedures that affect student recruitment, enrollment and persistence until graduation so that diversity and degree production goals will be attained. It shall support the work of the PBC as directed by the Chair of the PBC. The Committee shall have two co-chairs: the Deans Council representative\* serving on the Planning and Budget Council and the Director of Admissions. Other members of the Committee shall include: one Faculty Senate representative\*, the Registrar, the Director of Financial Services, the Associate Vice President for Community Relations and Marketing, , the Director of Graduate Studies, the Dean of Students, the Director of the Center for Academic Achievement, the Director of Institutional Equity and Compliance, the Director of Institutional Research and Analysis, one academic advisor\* representing the Academic Advising Council, one First-Year Advisor\*, one Staff Advisory Council member\*, and a representative\* of the Student Government.

\*Indicates individuals who will hold a one-year appointment.

#### **Meetings:**

Meetings will be held at least twice each semester, fall and spring and once during the summer semester. Additional meetings will be called when required and as warranted by the committee's work.

Notification for each meeting will be posted on the PBC/ERMC website.

All members of the University community are welcome to attend the meetings as are members of the public.

If a member of the committee cannot attend, he/she should make every effort to have a representative attend in his/her place.

Members that will be absent should give prior notice to the committee co-chairs.

**Membership:**

Membership for the committee is determined by the PBC. Requests for changes to the current membership will be discussed by the committee as a whole and then forwarded to the PBC for approval.

The committee may wish to ask non-members from the University community to attend specific meetings and address topics of interest.

**Documents and Material:**

The committee will utilize Angel for the distribution of working documents including the posting of meeting minutes for review. Once reviewed meeting minutes will be posted to the PBC website.

**Committee Work:**

While it is perceived that most of the tasks that will be undertaken by the ERM C will be discussed and handled by the committee as a whole there may be occasions when sub groups may be formed to address specific tasks. Non ERM C members may be asked to serve on these subgroups.

**Quorum:**

When the Committee meets, a quorum shall be half the number of members listed in the PBC bylaws providing the Chair or Co-Chair is present.

A simple majority vote will be called for when deemed necessary and in particular before recommendations are made to the PBC.

**PBC By-Laws:**

The ERM C committee shall adhere to the procedures as detailed in the by-laws of the PBC and this document. Changes to these procedural guidelines must be approved by the committee and submitted to the PBC.

**Approval:**

These procedural Guidelines were approved at the April 6<sup>th</sup> meeting.