

The Faculty Senate recommends the amendment of the charge, membership, and operations of the Student Retention and Graduation Subcommittee (SRGS) as follows:

STUDENT RETENTION AND GRADUATION SUBCOMMITTEE

Charge: The Student Retention and Graduation Subcommittee is a subcommittee of the Academic Policies Committee. The Subcommittee serves as a research, program evaluation, and policy analysis workgroup and consultative/advisory body on matters relating student progress toward degree, student support programs, and instructional programs/initiatives designed to improve retention and graduation rates, **with significant emphasis on research and evaluation of data.** Accordingly, the Subcommittee's responsibilities include, but are not limited to: on-going review of student progress data in collaboration with the Office of Institutional Research, assessment of the impact of policies relating to and affecting student progress to degree, conducting evaluations of academic support programs, academic advising and student support services, and conducting assessments of instructional programs/initiatives designed to improve retention and graduation rates. Although not a "policy committee," *per se*, the Subcommittee works closely with the Academic Policies Committee and the Office of Institutional Research in policy development, review and evaluation. Similarly, although the Subcommittee is not directly involved in the delivery of academic advising, academic support programs, student support services or instructional programs/initiatives designed to improve retention and graduation, it is responsible for consulting with and making recommendations to the units involved in these matters.

Membership:

Voting members shall include: Seven college-based faculty members appointed by the Faculty Senate to three year terms and four student services professionals appointed by Vice-President for Student Affairs, also appointed to three year terms. More than one faculty member may be from a single college but no two members may be from the same department/unit. **Every effort shall be made to have at least three faculty on the committee from any discipline who possess quantitative data analysis skills and experience (e.g. teach quantitative research methods/statistics course(s), use quantitative data analysis for reports/research). We encourage membership of faculty with comparable qualitative data analysis skills.** Every effort shall be made to encourage membership from each college. In addition, every effort should be made to appoint student services professionals with direct and substantial student contact in different units in Student Affairs.

Non-voting members shall include:

- one member of the Academic Policies Committee serving in the capacity as liaison between the Subcommittee and the Academic Policies Committee;

- **one member of the Graduation Initiative Steering Committee serving in the capacity as liaison between the Subcommittee and the Graduation Initiative Steering Committee; unless another member of the committee already serves on the Graduation Initiative Steering Committee, as long as that committee exists.**
- one undergraduate student appointed by ASI to a one year term;
- ex-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Students; Director of the Office of Institutional Research; and may include others as deemed necessary to the work of the Subcommittee;
- Chair of the Academic Policies Committee.

Officers: The Subcommittee shall elect a Chair and Vice-Chair by and from the voting membership of the Subcommittee.

Operations:

- A. The subcommittee is charged to develop its agenda **in conjunction with the Academic Policies Committee** relating to the scope of its responsibilities. **All academic policy related items must be referred through Academic Policies Committee prior to the subcommittee's engagement of the item.**
- B. The Subcommittee may **suggest that items be referred by the Academic Policies Committee** to other Senate or University Committees or administrative units in Academic Affairs or Student Affairs.
- C. The Subcommittee shall meet **at least once a month at a designated time and place.**
- D. A quorum of the Subcommittee shall require the presence of at least six voting members. The Committee shall not act in the absence of a quorum.
- E. Subcommittee meetings shall be open to the university community.
- F. The meeting agenda and supporting documentation shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary at least 72 hours prior to the meeting.
- G. Subcommittee Minutes of meetings shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary in a timely manner.

Carried.