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## COMMITTEE CHARTER – Student Success

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**Administrative Liaison:** Dean for Enrollment Management

**Goals:** Assess and recommend policies and strategies for enhancing student enrollment, retention, and college image.

**Scope of Responsibility:**

1. Develop enrollment goals and determine desired student body characteristics for the College, overall and by program.
2. Evaluate and recommend enrollment management initiatives, to include:
  - a. Recruitment and admission goals and strategies.
  - b. Marketing and institutional image goals and strategies
  - c. Departmental recruitment and marketing goals and strategies.
3. Financial resources for enhancing enrollment objectives, including the strategic use of scholarship dollars.
4. Recommend college and program admissions policies and procedures.
5. Assume final responsibility for all KCMA admissions decisions.
6. Assess the effectiveness of college and program retention strategies and make recommendations as appropriate.
7. Facilitate student satisfaction survey tool. Evaluate survey results and make recommendations as appropriate.

**Membership:** Comprised of the Dean for Enrollment Services, Dean for Academic Affairs, Dean for Assessment and Learning Support, Department Chairs, Director of Admissions, Director of Academic Information, Director of Student Finance, Registrar, and Academic Support Coordinator.

**Key Stakeholders:** Faculty, staff, college administration, prospective and current students, and KHN Human Resource

**Meeting Frequency:** At least once a month, with additional meetings as needed.

**General Committee Procedures:** Each committee will:

1. Keep official, committee-approved minutes and archive them electronically per College policy.
2. Select a chair and secretary from its membership each academic year.
3. Communicate all new proposals to College Council.
4. Provide periodic updates on ongoing projects to College Council.
5. Coordinate with individuals or groups that the College Council identifies as stakeholders in a given proposal, and with other individuals who indicate an interest in working on the proposal.
6. Provide advice, either as a whole or through appointment of a committee member, to workgroups dealing with issues that may affect or be affected by the committee.
7. Strive to reach consensus among its members and all stakeholders involved in a given proposal before making a final decision.
8. Notify the College Council of decisions made by the committee so that they may be communicated to the rest of the College.
9. Incorporate feedback received as a result of the College Council's college-wide communications into proposals and continue to work toward consensus until a satisfactory result is achieved.
10. Review its charter annually.
11. Give an annual report of its goals and accomplishments to the General Assembly.

**DATE OF ORIGIN: Faculty Handbook 2014-2015**

**LAST REVIEWED: March 24, 2017**

**LAST REVISED:**

**REPLACES:**

**APPROVED BY:**

**EFFECTIVE DATE: March 24, 2017**