

ENROLLMENT/STUDENT AFFAIRS COMMITTEE

Mission

The Enrollment/Student Affairs Committee provides review, policy guidance and strategic oversight of student affairs areas and retention programs for the University. The committee also provides guidance to the Board of Trustees on matters related to admissions, advising, recruitment and retention, financial aid, discipline and counseling.

Authority and Responsibilities

The Enrollment/Student Affairs Committee has the authority to:

- Formulate, for recommendation to the Board, desirable short and long-term enrollment, admissions, and retention goals and policies, and review other policies and practices involving enrollment/student affairs matters.
- Review and recommend to the Board, marketing, public relations, and communications programs.

The Enrollment/Student Affairs Committee has the responsibility to:

- ensure that the University's student affairs programs are appropriate for its students, and that the students are well served by the University.
- promote the campus as a community.

The Enrollment/Student Affairs Committee will review and present to the full Board all recommendations. Final authority for decision and action on these recommendations rests with the full Board.

Organization

Review of Charter

This charter shall be reviewed by the *Chair Pro Tem* of the Board at least annually, and any proposed changes submitted to the full board for approval.

Membership/Structure/Quorum

In accordance with the by-laws of Athens State University Board of Trustees, the *Chair Pro Tem* will appoint members of the committee and designate the chair.

The committee will consist of at least seven (7) members, including *ex-officio* members. The *Chair Pro Tem* and *Vice Chair Pro Tem* will be voting members of the committee. The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

Meetings

The Enrollment/Student Affairs Committee will hold a minimum of four (4) meetings per calendar year (October - September). Committee meetings must occur within seven (7) days of the regularly scheduled meetings of the Board.

Agenda, Minutes and Reports

The committee will maintain written minutes of all committee meetings.

The Chair of the committee will provide a committee report at every meeting of the Board of Trustees.