

# Student Success Committee

## PURPOSE:

- To advise the Provost and VP for Student Affairs on policies that may improve the success (retention, graduation, and self-promotional capabilities) of our students.
- To assess practices, either currently in place or under consideration, to support student success and engagement.
- Develop and present recommended strategies and systems for enhancing and expanding student support services at the University

## MEMBERSHIP:

- Officers
  - Co-chaired by a faculty member and the Director of Retention and Student Success. The Chairpersons shall be the presiding officers and shall:
    - administer all business of the committee
    - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
  - Secretary elected by the committee membership at the first meeting of the academic year. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
- Ex-officio
  1. Director of Retention and Student Services
  2. Assistant Provost/Dean of the Graduate School
  3. AVP for Enrollment Management
  4. Director of Liberal Education
  5. Coordinator of First Year Seminar
  6. Director of Kelly Center
  7. Director of Accessibility Services
- Faculty representatives
  8. One from each College
- Other
  9. Professional Academic Advisor
  10. FHSU Online 1
  11. Academic Advising and Career Exploration 1
  12. Library 1
  13. SGA representatives 1 (not counted towards quorum)

HOW APPOINTED:	Deans make recommendations for their colleges; senate presidents make recommendations for their individual senates
ROTATION:	Representatives from each of the colleges and the library will serve a three-year term. Student representatives will be appointed annually.
WHEN APPOINTED:	Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.
MEETING FREQUENCY:	The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.
PARLIAMENTARY PROCEDURE	Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.