



KEAN

## **Admissions & Student Retention Committee Committee Charges**

### **Admissions Committee**

The domain of this committee involves all matters related to the recruiting and admissions policies for the university. This includes recommending and upholding the policies and standards for admissions at both the undergraduate and graduate levels. The goal of the committee is to improve the recruitment and admissions processes for the university in keeping with the mission of the university.

#### **Standing Charges:**

1. To work cooperatively with the Student Retention Committee to review and recommend revision of the policies regarding recruitment and admissions, including admissions criteria for regular and special admission, at both the graduate and undergraduate levels.
2. To act as an oversight committee to ensure the admission criteria are upheld.
3. To monitor and report to the Faculty Senate the projected and actual student enrollment for each academic year.
4. To work cooperatively with the Student Retention Committee to monitor and report on the statistics and demographics of entering through exiting students.
5. To work cooperatively with the Student Retention Committee to monitor and report on retention and graduation statistics based on admission categories and status.
6. To recommend new policies and practices to recruit new students and assist departments, programs and schools in the development of new recruitment policies and practices.
7. To review and recommend changes in the policies regarding admission criteria for transfer students and the articulation agreements made by the university.
8. To work cooperatively with the Academic Standards Committee to ensure the recruiting and admissions criteria are consistent with the Academic Standards of the university, as well as other areas of common concern.
9. To fulfill any specific or special charges from the Faculty Senate.
10. To make a mid-year progress report to the Faculty Senate and issue a final report to the Faculty Senate at the end of the Academic Year.

## **Retention Committee**

The domain of this committee involves all matters related to the retention of students at Kean University. This includes studying retention rates, factors leading to attrition, and proposing policies to address the problem of student retention at both the undergraduate and graduate levels. The goal of the committee is to improve the rates of student retention at Kean University, in keeping with the mission of the University.

### **Standing Charges:**

1. To assist the Administration, Director of Student Retention, the Office of Institutional Research, Departments, Colleges, the Center for New Students, the General Education Committee and the GELAP Implementation Committee, to survey and report on the causes of attrition at Kean University to the University Senate.
2. To work cooperatively with Administration, Director of Student Retention, the Office of Institutional Research, Departments, Colleges, the Center for New Students, the General Education Committee and the GELAP Implementation Committee, in the dissemination, proposal and review of policies and plans to address student retention.
3. To work cooperatively with the Admissions Committee to review and recommend revision of the policies regarding recruitment and admissions, with a focus on factors that affect student retention. This review includes admissions criteria for regular and special admission at both the graduate and undergraduate levels.
4. To work cooperatively with the Admissions Committee to monitor and report on retention and graduation statistics based on admission categories and status.
5. To work cooperatively with the Admissions Committee to monitor and report on the statistics and demographics of entering through exiting students.
6. To monitor and report to the Senate the actual student retention rates for the university each academic year.
7. To work cooperatively with the Academic Standards Committee in areas of common concern.
8. To work cooperatively with the General Education Committee and the GELAP Implementation Committee in areas of common concern.
9. To fulfill any specific or special charges from the University Senate.
10. To make a mid-year progress report to the University Senate, and issue a final report to the University Senate at the end of the Academic Year.