
RETENTION COMMITTEE

Terms of Reference

Reports to: President

Membership: Vice President for Marketing and Enrolment Services (chair)
 Administrative Specialist, Academic Administration (secretary)
 Vice President for Academic Administration
 Vice President for Student Services
 Administrative Dean
 Director of Student Finance
 Registrar
 Admissions Officer
 Director of Student Success
 CREW Coordinator
 One student
 Two faculty members

Appointment: By position; faculty members appointed for three years by the President; student appointed by Student Association

Term: Standing

Purpose: To analyze trends in retention and recommend plans to ensure high retention

Terms of Reference:

Responsibility	Power
To analyze retention data	To act
To identify appropriate retention benchmarks	To recommend to President
To initiate retention initiatives that fall within budget and the responsibilities of the committee members	To act
To communicate retention initiatives and encourage participation among faculty and staff	To act
To identify actions and/or policies that could positively impact retention beyond the scope of the committee's operation	To recommend to Cabinet



Agenda and Minutes: Responsibility of the chair in cooperation with the secretary

Frequency and Venue: As called by the chair

Approved by: Cabinet

Date: Spring 2009