

**COLLEGE OF HEALTH & HUMAN SCIENCES
STUDENT SERVICES COMMITTEE**

CHARGE

The Student Services Committee will serve in an advisory capacity and assist with college efforts and activities related to undergraduate and graduate recruitment, retention and commencement.

RESPONSIBILITIES

1. Recruitment:
 - a. Collaborate with Student Services staff on new ideas for promoting CHHS undergraduate and graduate programs.
 - b. Attend recruitment events as needed.
2. Retention:
 - a. Serve in an advisory capacity to Student Services staff regarding centralized retention efforts.
 - b. Work within the member's department to identify ways to enhance retention efforts and share best practices with the committee.
 - c. Assist in reviewing the CHHS Dean's Merit Scholarship awardees.
3. Commencement:
 - a. Assist in the CHHS banner bearer selection process.
 - b. Assist with commencement related events upon request.
4. Coordinate with the Student Services Office staff to provide incoming and current students requested information regarding program of study.
5. Encourage faculty and staff to actively participate in recruitment and retention efforts.

MEMBERSHIP

1. Co-conveners: Academic Advising and Retention Office Director and Recruitment Office Director
2. Members: Two representatives from each department will be appointed by Department Chairs in consultation with the Assistant Dean for Undergraduate Student Services. Suggested committee members are program directors from departments.



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3. Ex-officio member: CHHS Marketing and Communication representative
4. Other student services staff will participate as needed.
5. The term of the appointment is one year. Reappointment is permissible.

Reviewed May 2025

