

**COLLEGE OF 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 COHS undergraduate and graduate programs.
  - b. Assist and attend scholarship receptions to advise prospective students.
  - c. Attend recruitment events on campus as needed.
2. Retention:
  - a. Serve in an advisory capacity to Student Services staff regarding centralized retention efforts.
  - b. Work within members' department to identify ways to enhance retention efforts and share best practices with the committee.
3. Commencement:
  - a. Assist in the COHS banner bearer selection process.
  - b. Assist with commencement related events upon request.
  - c. Identify the name reader for commencement honor's ceremony and as needed.
4. Coordinate with 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 academic unit and one representative from DNHS will be appointed by unit-level administrators in consultation with the Associate Dean for Students.
3. Ex officio member: COHS Marketing and Communication representative
4. Other Student Services staff will participate as needed.
5. Term of appointment is one year. Reappointment is permissible.

*Revised June 2021*