College of Micronesia-FSM

**RECRUITMENT, ADMISSIONS AND RETENTION COMMITTEE (RARC)**

**Terms of Reference**

**A. Authority**

The Recruitment, Admissions and Retention Committee (**RARC**) operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

**B. Purpose**

The **RARC** advises the President in all matters relating to the recruitment, admissions and retention of students at the college.

**C. Membership**

The members of the RARC should consist of full-time faculty members and staff who have been recommended by division chairs and department heads. The college registrar should be invited to serve as ex-officio non-voting member of the committee.

**D. Organization**

The chairperson, vice-chairperson, and secretary of the RARC are elected by its members during regular meeting of the month of May of each year.

**E. Responsibilities**

**1. Committee Members**

The responsibilities of the committee members are to:

* Regularly prepare for and attend committee meetings;
* Actively participate in meetings; and
* Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.
* Review and recommend policies, standards (including admissions standards), and regulations for the recruitment, admission and retention of students;
* Preview and evaluate the reliability and validity of COM-FSM Entrance Test (COMET) and make recommendations if needed;
* Review statistical analysis of testing data;
* Recommend students for admission to appropriate programs;
* Act on other matters referred by the Curriculum Committee, (CC), and Enrollment Management and Student Services Department and vice versa;

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* Assist in the development and implementation of the institution recruitment and enrollment management plan and
* Review plans assessments and evaluations and make recommendations.

**2. Chairperson**

The chairperson’s responsibilities are to:

* Preside over meetings;
* Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
* Prepare and distribute the agenda prior to each meeting; and
* Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.
* Forward recommendations through the registrar to VPEMSS for approval or action by the President.

**3. Vice Chairperson**

The responsibilities of the vice chairperson are to:

* Presides over meetings in the absence of the chair; and
* Assist the chairperson with the above responsibilities.
* Distribute and post the minutes in a timely manner.

**4. Secretary**

The responsibilities of the secretary are to:

* Take and prepare accurate minutes;
* Record attendance of committee members.

**5. Proxy**

Responsibilities of proxy are to:

* Attend committee meetings and perform the functions of a member in his/her absence;
* Communicate regularly with the committee member to clarify the member’s view on issues and provide post-meeting feedback; and
* Vote on behalf of the member

**F. Meetings**

* Meetings are held at a minimum once a month throughout the year. The schedule is determined at the beginning of each academic term.
* The chairperson may call special meetings or reschedule regular meetings as necessary. In addition to face-to-face meetings, teleconferences and electronic meetings may be held.
* Having at least 25 percent of the, members present constitutes the quorum needed to conduct a meeting.
* Electronic voting may be utilized when necessary and decisions will be made through majority vote of those who participated. Three working days should be allowed to for any electronic votes to be counted. Those who do not participate within three working days forfeit their right to vote. Results of electronic voting are to be documented in the next committee meeting minutes.

**G. Distribution of Information**

* **Agenda Items**: Agenda items may be submitted to the chairperson by members, other committees, or the administration. The chairperson compiles the agenda and forwards it to committee members prior to meetings.
* **Meeting Minutes:**  All meetings are to have minutes.
* The minutes are to be distributed electronically within three working days of the meeting to members for their review.
* Members are to send their comments within 1 week from receipt of the minutes.
* The email amended minutes will be sent back to members prior to the next meeting by the committee secretary.
* The minutes are officially adopted at the next meeting.
* The officially adopted minutes are uploaded/published by the vice chairperson within 5 days from the date of approval on the COM-FSM Wiki page.
* **Recommendations:** Any recommendations from the Committee needing approval by the President should pass through the Registrar and the VPEMSS before the President takes action. The Ex-officio updates the committee members on the action taken on the committee’s recommendations.

**H. Representation by Proxy**

* A proxy may be allowed to attend meetings if a member is unable to attend.
* Proxies must be regular employees of the college.
* Committee members may not serve as a proxy.