College of Micronesia-Federated States of Micronesia (COM-FSM)
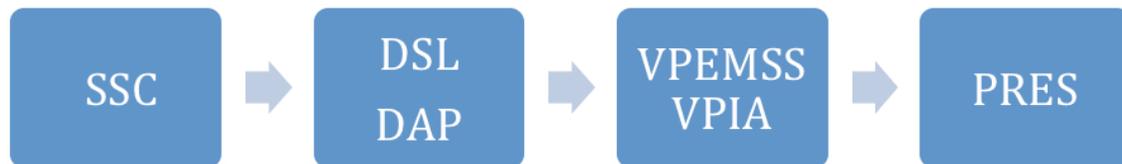
STUDENT SUCCESS COMMITTEE
Terms of Reference

A. Authority

The Student Success Committee operates through the authority of and reports to the president. Recommendations from the committee are submitted through either the Director of Student Life to the Vice President for Enrollment Management and Student Services or, as appropriate, the Dean of Academic Programs to the Vice President for Instructional Affairs for approval by the President.

SSC → DSL DAP → VPEMSS VPIA → PRES

B. Purpose

The Student Success Committee (SSC) serves as a forum for members of the college to engage in participatory governance and purposeful dialogue on matters relating to academic and student support services to promote student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates.

C. Membership

The members of the Student Success Committee are selected at the beginning of each academic year and ought to include but is not limited to:

- Faculty representatives from the national site
- Staff representatives from the national site
- Three student representatives from the Student Body Association
- Faculty representative from each state site
- Student services coordinators from each site
- Ex –officio member: The Director of Student Life (non-voting member)

Responsibilities of committee members are to:

- carry out committee assignments;
- prepare regularly for and attend committee meetings;
- participate actively in meetings; and
- share information on committee discussions, recommendations and decisions with COM-FSM and gather inputs from their area of representation.

Responsibilities of the ex officio members are to:

- help the committee focus during the year on relevant, important college decisions, processes, plans, priorities, and towards improving institutional effectiveness and student success; and
- serve as a source of historical knowledge, continuity, and expertise on policies and procedures.

D. Organization

Officers

The Student Success Committee shall elect a chairperson, vice-chairperson, and secretary. Officers for the upcoming academic year are elected at the first meeting in May. If no meeting occurs in May, then elections are held at the meeting in the month of April. Officers remain as officers-elect until the following August. All officers must attend an August training session upon the conclusion of which the officers are seated.

The responsibilities of the chairperson are to:

- preside over meetings;
- ensure the terms of reference for the committee is met and matters brought before the committee are judiciously addressed;
- prepare and distribute the agenda prior to each meeting;
- ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner;
- create a working group to respond to a specific challenge. A working group consists of a subset of the members of the committee and/or members from outside the committee.

The responsibilities of the vice-chairperson are to:

- preside over meetings in the absence of the chair and
- assist the chairperson with the above responsibilities.

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- maintain the committee wiki presence or the equivalent electronic arrangements for retaining committee documents

The responsibilities of the secretary are to:

- take and prepare accurate minutes;
- assist the chairperson in preparing the agenda and distribute at least one working day prior to the meeting;
- record attendance of committee members;
- ensure that teleconferencing or equivalent technological arrangements are made for each meeting;
- distribute and post the minutes electronically.

E. Meetings and Voting

Meetings are held at least once a month. The schedule is determined at the beginning of each academic term. Meetings may be held face to face or via teleconferences or other communication technologies.

A quorum is formed by presence of at least 25% of voting members of the committee including the chairperson or vice chair.

A simple majority vote of all members is required to act on a motion. Electronic voting may be utilized when necessary. Results of electronic voting are to be documented in the next committee meeting minutes.

If a working group is required, working group meetings shall be held as needed for the duration of the task. The working groups report results to the full committee.

F. Responsibilities

The responsibilities of the Student Success committee are to:

- draft or revise policies and/or procedures assigned to or identified by the committee relating to student life, counseling, tutoring, and collaborations between instructional, student support, student services, and other units in support of student success;
- review and provide input on all major documents relating to student life, counseling, tutoring, and other areas of student support;
- review and provide input on metrics such as retention and persistence rate, course completion rates, graduation rates, time to

graduation, and other measures of student success and retention;

- review and provide input on major programs, projects, and Initiatives related to student success and retention;
- make recommendations on matters of student success to other administrators, coordinators, and units at the college.

G. Communications & Distribution of Information

To ensure broad participation and input from the college community, agenda items can be submitted to the chairperson by the members of cabinet, college standing committees, faculty, staff, students, the Student Body Association, the Faculty Staff Senate, and the President.

- All meetings will have preliminary notes to be distributed electronically within three to five working days of the meeting to members for review.
- Members are to comment within the next five working days.
- The minutes will be officially adopted at the next meeting. The secretary of the committee then distributes the official minutes to all committee members and the Director of Student Life.
- To ensure broad participation and input from the college community, minutes will be posted on the college wiki or the equivalent college document management system.

TOR adopted: March 4, 2022