

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. OARR Director 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 at the beginning of the academic 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 need;
- Review statistical analysis of testing data;
- Recommend students for admission to appropriate programs;
- Oversee student recruitment;

- Act on other matters referred by the Curriculum Assessment Committee, (CAC), and Student Services Department and vice versa;
- 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.

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.

4. Secretary

The responsibilities of the secretary are to:

- Take and prepare accurate minutes;
- Distribute and post the minutes in a timely manner; and
- 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. A majority vote of present members is required to carry a motion during a meeting. Electronic voting may be utilized when necessary and decisions will be made through majority vote of those who participate. 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 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.

All meetings are to have minutes, which are to be distributed electronically within three working days of the meeting to members for their review. Members are to vote on the minutes within the next three working days. Once minutes have been approved by a majority of members, the secretary will send them out to the college community for dissemination and/or feedbacks through whatever available means of communication such as electronic mail, uploads to college website, wiki, etc. The minutes are officially adopted at the next meeting.

Any recommendations from the Committee needing approval by the President should pass through the Director of OARR and the VPSS before the President takes action. The chairperson of the Committee shall update all committee chairs and the President during their monthly meetings. The chairperson also updates the committee members on the action taken on the committee's recommendations.

H. Representation by Proxy

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.