



Committee on Student Success Charter

MISSION

The Committee on Student Success provides general oversight for the University's student success policies, practices, and activities, as well as for the University's student services and support programs. It also guides in communicating these policies and programs and their execution to all University constituents.

AUTHORITY AND RESPONSIBILITIES

The Committee shall report to the Executive Committee. The Committee shall make recommendations regarding any material aspect of its general oversight to the Board of Trustees ("Board") but shall not separately have the authority to bind the University absent approval of the Executive Committee and/or the Board.

The Committee shall:

1. Review the alignment of the University's programs to support Student Success with the University's Mission and its Strategic Plan.
2. Review, monitor results, and make recommendations for improvements for the student-oriented programs. Some of the programs considered could include;
 - a Admission and financial aid
 - b Advising and tutoring
 - c Student Life
 - d Career Services
 - e Center for Global Engagement
 - f Student Association

3. Review how the recruiting process is supported by our student organization.
4. Review student retention, graduation, and graduate school acceptance rates.
5. Review, monitor, and make recommendations regarding all aspects of student-athlete academic performance and NCAA compliance issues including, but not limited to academic progress rate, graduation success rate, and freshman graduation rate.
6. Monitor the findings and recommendations of academic and co-curricular continuous improvement assessment activities across campus. Make recommendations to support and address relevant assessment findings and recommendations.
7. Review policies and make recommendations for protocols involving student safety and security on campus.
8. Engage the Student Association President, Vice President and student organizations in discussions related to the Student Success Plan and to other student life matters and make recommendations as such discussions pertain to improving student outcomes and general campus life.
9. Review student engagement activities both on campus and in the Tulsa community and make recommendations concerning enhancements to these activities.
10. Review and make recommendations regarding policies and practices concerning student conduct, protections from harassment and interpersonal violence, as well as the promotion of cultural respect and freedom of expression.
11. Review student-success related strategies, plans, and work activities for marketing, communications and alumni relations outreach. Make recommendations to improve alignment in these areas with the University's mission and Strategic Plan.
12. Review and make recommendations about aspects of the campus real estate and facilities, including relevant aspects of the University enrollment strategy and goals, educational and research goals and the Campus Master Plan. This includes, but is not limited to, campus housing, classroom, research, and student-support office space, campus infrastructure, and acquisition opportunities.
13. Partner with appropriate committees to review and assess the student success activities, plans, and measures for our student athletes.

ORGANIZATION

Membership/Structure

The Committee shall consist of at least five members and no more than fifteen members of the Board. *Ex-officio* members of the Committee shall include the President of the University and the Chair of the Board. The Committee Chair and Vice Chair shall be appointed by the Board chair.

Staff Designee

The President or President's designee shall be the principal liaison for the Committee and provide staff support to the Committee, assisted by members of his /her staff as needed.

Meetings

The Committee shall convene at least four times per year, with one or more meetings in advance of each of the four regular Board meetings. A quorum of any meeting of the Committee shall consist of a majority plus one of its voting members. Committee members may participate by teleconference. Special meetings may be called by the President, the Board Chair or Committee Chair with the approval of the Board Chair, if needed.

Agenda, Minutes and Reports

The Committee Chair, in collaboration with the staff designee, shall be responsible for establishing the agenda for each meeting. An agenda, together with relevant materials and minutes from the previous meeting, shall be sent to Committee members at least five (5) working days in advance of the meeting. Minutes for all meetings shall be drafted by the staff designee, reviewed by the Committee Chair and approved by members at the following meeting.

Review of Charter

The Committee Charter shall be reviewed and reassessed by the Committee at least annually, and any proposed changes shall be submitted to the Board or Executive Committee for approval.

CHECKLIST: Student Success Committee

FIRST MEETING CYCLE OF THE ACADEMIC YEAR

1. Review prior year outcomes of student success efforts, including summer programs, for all student populations and make recommendations for further studies and improvements for the upcoming year.

2. Review student success outreach efforts and communication strategies for upcoming year. Review new student recruitment and financial aid strategies for all incoming students, with emphasis on net tuition revenue and secondary revenue generation.
 - a Presentation: Admissions planning, recruitment and financial aid strategy)
 - b Presentation: Student Success programs and KPIs (retention, graduation, social mobility)
3. Meet with selected student organizations – Student Association.
4. Review student-athlete graduation and academic progress rates submitted to NCAA over the summer.

SECOND MEETING CYCLE OF THE ACADEMIC YEAR

1. Review recruitment and student success achievements from fall semester and evaluate opportunities for improvement.
2. Review how the recruiting process is supported by our student organization.
3. Review fall academic and co-curricular assessment findings as they apply to the mission of this Committee.
 - a. Presentation: International Programs (recruiting, study abroad, cooperative academic programs with other universities, support for international students)
4. Meet with selected student organizations – – for example Cultural Organizations (Asian American, International Students, Chinese Students, Latin American, Society for Black Engineers, Persian Students, Indigenous Society).

THIRD MEETING CYCLE OF THE ACADEMIC YEAR

1. Review preliminary proposed budget for allocation and alignment of resources to support student success efforts. Note any discrepancies and make recommendations for improvement or reallocation.
2. Receive updates on new student recruitment activities.
3. Review university policies and procedures for student conduct and safety.
 - a Presentation: Safety and non-academic support (First Gen, Psychological services ...)
4. Meet with selected student organizations – – for example Special Interest /Fine Arts / Media (Future alumni, MADE at TU, 1998, TU Game Design.)

FOURTH MEETING CYCLE OF THE ACADEMIC YEAR

1. Conduct annual self-evaluation of the committee and its members.
2. Review proposed budget and planned changes in next year student success efforts for conformity with the Student Success Plan and with the relevant sections of the Campus Master Plan and the University Strategic Plan.
3. Receive updates on new student recruitment and expectations regarding net tuition revenue and secondary revenue.
4. Review and assess the student success activities, plans, and measures for our student-athletes.
 - a Presentation: Student athletes
5. Review the 4-year engagement plan progress.
 - a Presentation: 4-year engagement plan
6. Meet with selected student organizations – for example Panhellenic.
7. Review Committee charter.