

**ENROLLMENT MANAGEMENT COMMITTEE**  
**Mission Statement and Bylaws**

KUTZTOWN UNIVERSITY OF PENNSYLVANIA  
Kutztown, PA 19530

I. PURPOSE

The Enrollment Management Committee reports to the University Senate and is responsible for the following:

- Identify and analyze existing enrollment and retention policies and programs and make recommendations as appropriate.
- Maintain effective communication with the University community.

II. COMPOSITION AND TERMS OF APPOINTMENTS

A. Composition

- There will be one (1) faculty member from each college at the University appointed by the University Senate Committee on Committees.
- There will be one (1) faculty member from the Department of Academic Enrichment.
- There will be one (1) Graduate Council representative elected by the Graduate Council.
- There will be one (1) representative from the University Senate.
- There will be one (1) undergraduate student and one (1) graduate student representative appointed by the Student Government Board.
- Vice President for Enrollment Management and Student Affairs or designee (1).
- There will be (1) representative from each of the following offices/divisions: Admissions Office; Associate Provost for Retention and Student Success; Financial Aid Office; Institutional Research; New Student Programs and Services; Registrar's Office; Office of Residence Life.
- Representatives from the following offices/divisions may be called upon to serve as consultants: Administration and Finance; Center for the

Enhancement of Teaching; Counseling and Psychological Services; Disability Services; Office of Assessment; Veterans Services Center

- The President of the University Senate may also appoint special consultants to serve on the Committee as ex-officio members.
- Individuals appointed to serve on the Committee can only represent one office/division.

#### B. Terms of Appointment

- Faculty members elected through the University Senate serve for staggered three-year terms.
- Officers of the Committee and subcommittee chairs are elected by the full committee to serve for one (1) year. Individuals may serve more than one (1) term.

#### C. Election of Officers

- Officers of the Committee include a Chair or Co-Chairs.
- Officer elections will be conducted during the first meeting of the academic year.
- Elections for subcommittee chairs and members will be held during the first meeting of the academic year.

### III. DUTIES

#### A. Duties of Committee Members are

- Elect Chair or Co-Chairs of the Enrollment Management Committee.
- Elect Enrollment Management Subcommittee Chairs and members.
- Report issues to their constituencies and bring issues from those bodies.
- Provide the Academic Standards and Policies Committee with suggested revisions to enrollment management policies.
- Review the bylaws of the Enrollment Management Committee annually.
- Attend meetings regularly.
- Inform the Chair/Co-Chairs if unable to attend a meeting.
- Perform committee duties as needed.

#### B. Duties of Officers are

- Distribute bylaws to members at the first meeting of the year for review.
- Ensure that the work of the Committee is implemented.
- Call meetings as needed and prepare the agenda for these meetings. To expedite the process and under special circumstances, the Chair/Co-chairs can initiate and call for an e-mail vote.

- Distribute meeting minutes to members one week after a meeting has taken place.
- Recognize the service of committee members by providing an end-of-year letter to each member.
- Provide a written annual report of actions taken with accompanying policy recommendations to the University Senate.

#### IV. MEETINGS

##### A. Meeting Frequency

- The Enrollment Management Committee meets at least twice a semester throughout the fall and spring semesters.

##### B. Meeting Attendance Requirements

- Members are required to attend all meetings called by the Chair/Co-Chairs.
- Members who cannot attend a meeting must determine a qualified substitute from their constituency.

#### V. VOTING

- The four (4) faculty representing each college and appointed by the Senate Committee on Committees will have voting rights.
- The one (1) faculty member from the Department of Academic Enrichment will have voting rights.
- The one (1) Graduate Council representative elected by the Graduate Council will have voting rights.
- The one (1) representative from the University Senate will have voting rights.
- The one (1) undergraduate and one (1) graduate student appointed by the Student Government Board will have voting rights.
- Vice President for Enrollment Management and Student Affairs or designee (1).
- The representatives from each of the following offices/divisions will have voting rights: Admissions Office; Associate Provost for Retention and Student Success; Financial Aid Office; Institutional Research; New Student Programs and Services; Registrar's Office; Office of Residence Life.

#### VI. AGENDA

- The Agenda shall consist of the following order of priority:

- Call to Order
- Approval of Minutes
- Announcements
- Old Business
- New Business
- As May Arise
- Adjournment

- B. A call for agenda items will be sent out to all members of the Committee with a copy of the minutes and a draft agenda at least one (1) week prior to the meeting.
- C. The final agenda for the meeting will be available for the members of the Committee on the day of the meeting.

## VII. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.
- B. In order for a vote to take place, a quorum of voting members (9) is needed.
- C. Amendments of the bylaws shall require a two-thirds majority of the voting members of the Committee.

Revised, Fall 2017