**Enrollment and Student Services Council Charter**

**Shared Governance Principles**

The governance system embodies and facilitates UCC’s vision, mission, and core values, and relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making.

**Purpose of Enrollment and Student Services (ESS) Council**

The ESS Council develops, reviews, and evaluates plans to assure excellence of recruitment efforts, retention practices, and student services activities. This council is also responsible for reviewing and updating the Standards of Student Conduct.

The mission of the ESS Council is to foster a holistic student-centric environment where academics, auxiliary services, enrollment services, co-curricular, and extra-curricular activities create an enriching student development experience.

**Scope of Work and Areas of Key Decision-Making**

* Develop and review Board Policies and Administrative Procedures related to Enrollment and Student Services that are consistent with the College Mission and Strategic Priorities.
* Utilize an inclusion lens to identify the current policies, forms, programs, and services within Enrollment and Student Services that may negatively impact all student demographic groups.
* Develop, review, and assess Enrollment and Student Services Operational and Strategic Plans, including the Strategic Enrollment Management Plan.
* Review and update the Standards of Student Conduct; provide insight and advice into conduct violations and disciplinary processes
* Receive input from campus regarding issues impacting recruitment, retention and engagement
* Address accreditation standards as related to Enrollment and Student Services.
* Provide guidance and recommendations to the AVP of Enrollment and Student Services.

**Membership**

Members appointed should be individuals that provide a broad point of view from within their group plus expertise in the scope of the Council work. Additional members will include those whose participation is necessitated by their position – that is, because their job duties are so focused on the particular area that the council could not do its work unless the person is involved. Councils may appoint additional members whose role is based on their expertise in the area. At minimum, this Council will include:

* Two faculty representatives
* Two classified representatives
* One administrative representative
* Two student representatives
* AVP of Student and Enrollment Services will serve as an ex-officio member of the council
* Member(s) appointed for expertise are voting members
	+ Recruitment and Advising Coordinator
	+ Dean of Students
* Chair elected by council members
* Recorder will be the administrative assistant to the Division of Enrollment and Student Services.

**Terms of Service**

* Members are committed to serve a two year term in order to build consistency of the council. Students commit to serve a one-year term
* The chair is elected as needed.
* If a member is unable to actively participate, the Council will recruit alternative members.

**Meetings**

* Meetings will be held monthly, on a Friday, at 2pm.
* Email will be utilized as needed to conduct the business of the Council.

**Agendas**

* Agendas will be presented to members of the Council three days prior to the meeting.

**Decision Making/Recommendations**

* The council will use consensus principles as guidelines for conducting meetings. Quorum is decided by representation of all groups and 51% majority. Decisions/recommendations may be by consensus. When consensus can not be reached, decisions and recommendations will be decided by majority vote of those present.
* Participants may be involved in person or by electronic means.
* Approved decisions/recommendations are advanced to the Provost Council for further review. Once reviewed approved decisions/recommendations are forwarded to the College Council and College President, along with a rationale for advancement by the Council Chair and AVP of Enrollment and Student Services. Rejected decisions/recommendations are returned to the Enrollment and Student Services Council with a written explanation as to why the proposal was rejected.

**Communication**

* Meeting notes are emailed to members of the Council within one week by the Recorder. Members are to respond with changes within two days of receipt. Updated meeting notes are emailed with the agenda to members three days prior to the next meeting.
* Meeting notes are approved at the following meeting as the first order of business and are posted on the UCC Intranet.

**Dates of approval/updates of charter**

* Draft Charter submitted for review by Provost Council, College Council, and Dr. Thatcher on April 9, 2021.