

SHASTA COLLEGE

Enrollment Management Committee

Bylaws

Fall 2014

1. Membership

Sixteen (16) Voting Members:

- 2 Co-Chairs
- 1 Academic Dean
- 9 Faculty Representatives
- 2 Classified Representatives
- 1 IT Representative
- 1 Student Representative

2. Committee Mission – Scope and Function

- Develop a holistic, comprehensive and integrated approach to enrollment management
- Recommend scheduling, instructional and student support strategies to enhance student access, success, retention, persistence and goal attainment.
- Identify potential markets
- Make recommendations to College Council
- Make recommendations to Academic Senate in matters which fall under its purview

3. Meetings

Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled once a month by the Co-Chairs with additional meetings scheduled as necessary. Enrollment Management Committee meetings are open. Agendas will be made widely available a minimum of 48 hours in advance of meetings, and minutes will be published in a timely manner and made widely available through the website.

4. Agenda

Items for the agenda are to be directed to the Enrollment Management Committee Co-Chairs for listing by a deadline set by the Committee. The agenda must be posted at least 48 hours prior to any official meeting.

5. How Members are Chosen

In spring of each academic year, the Co-Chairs will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

- Management and Confidential Classified members will be appointed by the Superintendent/President designee.
- Academic Senate will appoint faculty members in consultation with the Superintendent/President designee.
- CSEA will appoint classified members as per their collective bargaining agreement.
- Student Senate will be responsible for selecting their student member in consultation with the Superintendent/President designee.

6. Term Lengths of Members:

Term lengths will be two (2) years except for members whose membership is contingent on their positions. The student member appointment will be one year term. The multi-year terms will be staggered so all members do not change at one time. At the end of the two-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Enrollment Management Committee meeting in the fall.

7. Member Responsibilities:

- All members will be responsible for making regular reports to their constituency groups.
- Any member unable to attend a meeting should notify the Co-chairs in advance of missing the meeting.
- Members are responsible for apprising their alternate with current Enrollment Management Committee information.

8. Responsibilities of Co-chairs Include:

- Prepare the agendas.
- Chair Enrollment Management Committee meetings.
- Ensure the conduct of the Enrollment Management Committee business is communicated to the college community in a timely manner.
- Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

9. How the Enrollment Management Committee Arrives at Recommendations:

- Agendas will be published and posted on the web-site a minimum of 48 hours prior to meetings and will be widely distributed to the campus community.
- All meetings will be open to any interested member of the college community.
- A quorum of the voting membership of the Committee must be present to take formal action on any item. A quorum will be defined at fifty percent plus one.
- Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.
- When an agenda item is introduced for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. The formal motion will need a simple majority of the quorum to pass.
- Minutes will reflect any actions taken.
- Relevant material to be considered for action will be provided to each Enrollment Management Committee member 48 hours prior to meeting when possible.

10. Enrollment Management Committee Bylaws:

- Bylaws will be evaluated as determined necessary by the Enrollment Management Committee.
- A two-thirds majority of the voting membership may amend a bylaw.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.