



SGPP Retention, Persistence, & Completion Committee Reconstituted Committee - October 2025

Charter

As an institution devoted to access and meeting students where they are at, the university takes its responsibility (a collective responsibility for every employee) for engaging students on the path to earning their degree very seriously. The Retention, Persistence, and Completion Committee (RPC) is a catalyst for engagement related to student success. Through thoughtful analysis of data, intentional partnership, and sustained attention to student needs, the committee seeks to foster a learning environment where all students can achieve their academic goals, as measured by student retention and degree/credential attainment. The committee's specific focus is on operations that support students through the student experience, not on academic program curriculum. The committee is led by Committee co-chairs, and will include an administrative group and a working group with differing roles/responsibilities.

Committee co-chairs (chairs of the administrative and working group)

Role - Serve as leading voices of the committee and drivers of tasks and projects that align with the goals of the overall committee. The committee co-chairs will be the conduit for communications between the administrative group and the working group. Co-Chairs are appointed by the VP for Academic Affairs of SGPP.

Administrative Group – *Serve a critical role by providing strategic, institutional insight and the positional authority to both direct (by approving annual plan and providing feedback on changes as needed) and support committee actions. Their involvement ensures that efforts of the working group align with priorities and that recommendations can be acted upon effectively. The administrative group will meet every two months and attend the working group meeting initially once a month (this may be adjusted as the committee matures).*

Working Group – *Professional staff and faculty bring essential perspectives to the committee through their regular interactions with students and knowledge of internal operations which affect the student experience. This group can help to shape responsive strategies and support targeted initiatives that are grounded in the realities of the student experience and in knowledge of systems and role alignment. The working group will meet regularly.*

Overall Responsibilities

- Identify and deepen understanding of the reasons students leave the institution through the collection of meaningful data and data analysis. Undertake efforts to enhance understanding outside of the committee as well.
- Develop understanding of current research nationally on student success for the student populations which are served by the SGPP (working adults attending online, hybrid, or on-campus) informing committee action. When appropriate, undertake efforts to enhance understanding outside of the committee as well.
- The administrative group will provide the working group with an outline of key priorities for the work of the committee each year (June 15), considering SGPP needs, current staffing capacity and roles, and budget realities.
- The working group will create an ongoing annual plan for action (due July 15 each year) aligned with the outline provided by the administrative group and present that plan to the administrative group for feedback and approval (administrative group will approve plan by August 1).
- The working group will implement the approved annual plan, assist with measuring the effectiveness of efforts, and share impact/findings, and provide an annual report of activities (by June 1).
- Consider operational barriers to student persistence and completion, and recommend changes to address those; propose initiatives and partner with other stakeholders to enact meaningful change.
- Review of retention and graduation data by program.
- When available, review student satisfaction data collected through institutional surveys and provide recommendations for action.

Membership

Administrative Group:

Ex Officio:

- Vice President for Enrollment Management (Chair; represents administrative group as Committee Co-chair)
- Dean of the School of Advancing Studies
- Director of Academic Records and Systems

At Large:

- Dean/associate dean representative
- One administrator

Working Group:

Ex Officio:

- Director of Adult Undergraduate Programs (Chair: represents working group as Committee Co-chair)
- Assistant Director of Student Central

At Large:

- Program Director/Associate Director representative
- 5 additional members

Membership Terms and Appointment Process

- Administrative group at large members - two year appointments; seek input from VPAA of SGPP on possible members in mid-May
- Working group at large members - two year appointments; seek input from VPAA of SGPP and administrative group in mid-May
- A maximum of two consecutive terms possible for at large members, at the recommendation of the Committee co-chairs