

College of Forestry Strategic Recruitment and Retention Committee Charter

Healthy and vibrant College of Forestry undergraduate degree programs are the foundation for future advancements in forestry and wood sciences, and contribute to the health of Oregon's and the world's forest resources and economy. These programs are also critically important to achieving the goals and vision of the College. The College institutes this Strategic Recruitment and Retention Committee (SRRC) to foster these goals.

Undergraduate recruitment and retention activities take place throughout the College. They include active recruitment strategies taken by the Student Services Office, College recruiters, informal recruitment activities done by departments or individual faculty members, and faculty advising and mentoring. This committee only covers undergraduate recruitment and retention, leaving graduate issues as the responsibility of individual departments.

In our recruiting activities, we will always be influenced by external factors and the context within which our programs exist. The SRRC will continually assess and monitor these factors, and provide guidance for incorporating them into our recruiting programs.

Role

The role of the Strategic Recruitment and Retention Committee is to set enrollment goals for each undergraduate degree program, oversee the activities of the Tactical Recruitment and Retention Committee, develop overall policies regarding recruitment and retention, and review progress. The Tactical Recruitment and Retention Committee is made up of the Head Advisor, advising faculty and staff in the Student Services Office and in each department, and college recruiters. Their role is to develop a recruitment and retention plan, including effective strategies, and carry out the plan.

Goals

The goals of the SRRC are to:

- Maintain enrollment at levels specified by each department or program.
- Maintain or increase overall quality of applicants and graduates.
- Meet employment needs of graduates, industry, agencies and other employers.
- Support the strategic goals and vision of the College.

Functions

The functions of the SRRC include:

- **Setting enrollment goals.** This includes: a) establishing enrollment goals for each undergraduate program, including the desired number of new students and graduates each year, (b) establishing goals for incoming and graduating student profiles (GPA, SAT, diversity, and other relevant criteria).
- **Approval of recruitment and retention plan.** The plan will be developed by the Tactical Recruitment and Retention Committee, in consultation with this committee. Evaluation of programs and revisions will be done annually, in response to effectiveness monitoring.

- **Facilitate departmental involvement in recruitment and retention.** This includes providing departmental representatives to the Tactical Committee, and facilitating departmental contributions to recruiting visits or other recruitment activities (e.g., speakers, demonstrations).

Committee Membership

The SRRC is composed of:

- Heads of Academic Departments
- Associate Dean for Academic Affairs
- Head Advisor
- Other appropriate representatives designated by the Dean

Method of Operation

The Committee:

- Receives directions from and reports to the Dean.
- Is chaired by the Associate Dean for Academic Affairs.
- Meets quarterly, or more often as needed.
- Works closely with the Tactical Committee.
- Documents findings, conclusions, recommendations and decisions in writing and shares with appropriate groups (e.g., Forestry Executive Committee).

Review of Strategic Recruitment and Retention Committee and Charter

This Charter is for an initial three-year period. During that period, it may be amended by or with the approval of the Dean. Prior to the end of that period, the Dean will conduct a review of the operation of the Committee and its Charter to determine if it should be continued, and if so, what changes are needed in the Charter.