

Retention, Progression, and Graduation Committee Bylaws

Adopted 02/25/2019

Purpose of the Committee

The Retention, Progression, and Graduation Committee (RPG) serves three functions:

1. To serve as a liaison between CSU Advise, Student Affairs, Academic Center for Tutoring (ACT), and all the colleges of the University to maintain a consistent and effective effort to retain and progress students toward timely graduation.
2. To support the University's efforts to retain and progress students toward timely graduation, and to advise relevant institutional bodies in order to increase effectiveness.
3. Identify issues related to students' retention and graduation and make recommendations for institutional changes.

Member Composition

The Committee will be composed of the following members:

1. Seven faculty members, including one from each college and the library
2. The Director of Enrollment Services, or a representative
3. The Director of CSU Advise, or a representative
4. The Director of Institutional Effectiveness
5. Two Student Affairs Representative
6. Two undergraduate students

The seven faculty members are selected by the Committee on Committees. Two Student Affairs representatives are appointed by the vice president of Student Affairs. Two Undergraduate students are appointed by the Student Government Association (SGA).

Committee Officers

New terms will begin in August.

- Chair- 2 years
- Co-Chair- 2 years
- Associate Co-Chair- 2 years
- Faculty members- 4 years
- Ex officio members- Indefinite
- Student members- 1 year

The committee will elect the Chair every even year and Co-Chair every odd year. The Chair and Co-Chair will suggest two members to the committee to elect the Associate Co-Chair through majority voting. The Co-Chair will succeed the Chair after the two years term. Associate Co-Chair does not fill in the Co-Chair position after the completion of the term unless that decision is made through majority voting. The committee will vote to elect a Co-Chair. A former Chair cannot serve as an Associate Co-Chair after the completion of the term. Student members are not voting members.

Member Engagement

RPG members are expected to be engaged with committee business at meetings or through electronic communication and during policy review or endorsement deliberations. Committee members are expected to review thoroughly any documentation distributed to them in preparation for meetings and deliberations.

Meeting Calendar

The committee chair in consultation with the committee members will schedule meetings as needed but not less than two meetings per semester. The chair and co-chair are responsible to inform the committee members about the date and time of the next meeting.

Meeting Content and Procedure

The committee chair in consultation with the committee members will prepare the meeting agenda for the next meeting before the end of each meeting. The chair is responsible to keep the agenda updated and posted electronically to be available to all members including those who missed the meeting. Meeting discussions will be documented in the minutes and kept electronically by the chair and committee members. Voting procedures are determined by the committee members and demonstrated by the chair and the co-chair.

Meeting Visitors

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Revision to the Bylaws

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be vetted by the committee and senate prior to a vote.

Committees and Policy Review Process

Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform a review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Reporting

Composition of Written Supplements - Presentation and Non-Presentation

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time

- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

Mandatory Committee Chair Attendance for Report

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

Timeline for Submitting Committee Reports Prior to Senate Meeting

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.