

## Bylaws

# Student Services Committee

Updated 8.29.25

### MISSION STATEMENT:

The Student Services Committee unites representatives from student services and academics to create a cohesive, informed campus community. Through open dialogue and shared learning, we enhance the student experience, streamline processes, and align departmental efforts to support student success.

### PURPOSE:

Student Services Committee is a non-voting body that is meant to share information. The primary purpose is to:

1. Discuss current initiatives, events, and issues affecting student services.
2. Share information about departmental processes and best practices.
3. Promote interdepartmental collaboration and communication.
4. Identify and address challenges impacting student services.
5. Enhance the overall student experience through coordinated efforts.

### MEMBERSHIP:

Membership shall include representatives from all areas that provide direct student services including but not limited to:

- Admissions
- Financial aid
- Advising
- Retention Initiatives

- Student Wellbeing and Engagement
- Registrar's Office
- Library Learning Hub
- Business Services
- Academics
- eLearning & Faculty Development

The meeting will be chaired by the Executive Director of Enrollment Services. Minutes will be maintained by the Welcome Center Administrative Assistant. In the absence of the Executive Director of Enrollment Services, a facilitator will be assigned to run the meeting.

## MEETINGS:

Meetings shall be held monthly at a predetermined date and time decided on by the start of the academic year.

Agenda items will be gathered no later than two days before the meeting. The agenda will be sent out a day before the meeting.

It is the responsibility of all members to contribute agenda items relevant to their area.

Meetings will be cancelled if there are no agenda items.

## DECISIONS:

This is a non-voting group with the purpose of sharing information.