

# THE TRUSTEES OF THE STEVENS INSTITUTE OF TECHNOLOGY

## CHARTER OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Adopted June 26, 2020

**Background:** The Academic and Student Affairs Committee (the “Committee”) is a committee of the Board of Trustees of The Trustees of the Stevens Institute of Technology, a New Jersey nonprofit corporation (the “University”). This charter of the Committee (the “Charter”) replaces and supersedes in its entirety the charter of the Committee dated as of May 22, 2018.

**Purpose and Responsibilities:** The charge of the Committee is to provide direction and oversight to the University offices responsible for building and sustaining a strong and engaged student body, ensuring the delivery of a high-quality and relevant educational programs consistent with the University’s mission, and providing strong programs outside the classroom to enhance students’ overall experience at the University and to ensure their personal and professional growth.

The purpose of the Committee with regard to student enrollment activities is to provide oversight of the University’s enrollment plans and policies and the strategies of the undergraduate and graduate admission offices. The Committee will pay close attention to enrollment goals as they pertain to each respective office. The Committee will assist the Board in providing feedback and direction to the undergraduate and graduate admission offices on areas of recruitment targets, marketing efforts, branding and tuition discounting.

The purpose of the Committee with regard to student success activities is to provide oversight of the University’s programs aimed at enhancing student satisfaction, as well as student retention and graduation rates. Close attention will be paid to first-year retention and six-year graduation rates, as well as to student advising, and student support policies and practices. Also, the Committee will provide oversight of the University’s activities in providing internships and co-op opportunities, as well as student placement, both at undergraduate and graduate levels.

The Committee will also provide oversight of student life activities, including co-curricular and extra-curricular programs including, but not limited to, athletics, the University’s honor system, fraternities and sororities, campus life, career development, student health and wellness and special events including commencement.

The Committee will also provide oversight of recruitment, retention and nurturing of outstanding faculty, faculty productivity and the University’s academic reputation. The Committee will pay close attention to faculty recruitment and retention goals as they pertain to each respective school. In addition, the Committee will provide direction and oversight of the resources and infrastructure required to achieve the academic mission of the University in accordance with the Strategic Plan, and the effective and efficient utilization of such resources.

The Committee will work with the Administration to develop metrics that will enable the University to assess and assure progress toward agreed upon goals in the areas of enrollment, retention rates, graduation rates, faculty recruitment, retention, and productivity, academic reputation, as well as other areas considered appropriate.

**Membership:** The Committee shall consist of at least four (4) Trustees and up to two (2) members of the University's faculty who shall be selected for participation on the Committee by the Nominating and Governance Committee and approved by the Board on an annual basis. The Chair of the Committee shall be appointed by the Board from among the Trustee members. The President of the University shall serve on the Committee as a voting ex-officio member. The Provost and Vice President for Academic Affairs and the Vice President for Enrollment Management and Student Affairs shall serve on the Committee as ex-officio non-voting members.

**Meetings:** The Committee shall meet at least three times during the academic year. Additional meetings may be called by the Chair. Committee members may participate in meetings telephonically or by any other electronic means which allows all persons participating in the meeting to hear each other and participate in the meetings. At the request of any voting member, the Committee can meet in executive session excluding all except voting members.

**Reporting:** The Chair of the Committee shall report the deliberations and actions of the Committee at each meeting of the Board and on other additional occasions as deemed appropriate by the Chair. The Chair of the Committee shall be responsible for designating a person in attendance at each meeting to record the minutes of the meeting and circulate those minutes to the Committee for review and approval. Once approved, all minutes will be forwarded to the Office of the Secretary for safekeeping.

**Subcommittees:** The Chair, upon notice to the full Committee, may form subcommittees and delegate responsibilities to such subcommittees, from time to time, as the Chair deems appropriate. The Chair shall ensure that each subcommittee reports to the full Committee on its activities.

**Evaluation:** At least once every two years, the Committee will review and evaluate its performance of its responsibilities provided for under this Charter and report to the Nominating and Corporate Governance Committee of the Board. The Committee also shall review this Charter on an annual basis and recommend any proposed changes to the Board. Any changes shall become effective following approval of the Board.