STUDENT SUCCESS AND RETENTION COMMITTEE
Terms of Reference

Overview:

Tabor recognises the benefits of retention for students, stakeholders, and the organisation, and is committed to ensuring the provision of support to students enrolled in its accredited Higher Education awards in order to see them succeed. The oversight of this important task is the responsibility of the college's Academic Board (AB). The AB manages this oversight through the Student Success and Retention Committee (SSRC).

Although the definition of success will vary between individual students (potentially involving a multiplicity of outcomes – social, psychological, spiritual, etc.), for the purposes of this Committee, 'success' will primarily be defined in academic terms, i.e., the student completing an accredited award at Tabor. This may or may not be the same award as the one in which they first enrol.

1. **Function of the Committee**
   1.1. The SSRC is responsible for:
      1.1.1. Reviewing, operationalising and reporting against the College's Student Retention Strategy.
      1.1.2. Promoting a holistic, integrated, equitable and coherent service across all areas of student engagement (e.g. library, academic support, online learning, wellbeing hubs etc.)
      1.1.3. Reviewing student support systems and reporting to the Academic Board any observations, issues of concern and/or opportunities relevant to enhancing student success and wellbeing/student support.
      1.1.4. Reviewing and approving minor changes to existing policies, processes and practices.
      1.1.5. Facilitating any feedback on student experience from the Student Leadership Teams.
      1.1.6. Actioning any other items referred to it by the President or the AB.

2. **Expectations / Goals of the Committee**

   2.1. Ensure the College is functioning in line with its Student Retention Strategy
   2.2. Improve student retention and success via the delivery of quality student support
   2.3. Monitor and facilitate the improvement of the College's student support systems, with due recognition paid to the diverse needs of the College's student cohort.
   2.4. Ensuring the student support the College offers is compliant with the HESF 2021 (esp. 2.3 and 3.3.4)

3. **Committee Membership**
   3.1. Chair:
   3.2. Deputy Chair: Student Support and Success Coach
   3.3. Academic Support and Success Coach
   3.4. Chief Academic Officer
   3.5. One representative from: Digital Learning and Innovations Team, Marketing, Student Services, Library, Faculties Administration, Support and Wellbeing Officers, Head of Program (or senior academic staff member), and the Student Advisory Leadership Team

4. **Quorum of the Committee**
   4.1. A simple majority of members.

5. **Frequency of Meetings**
   5.1. At least four meetings per year prior to AB Meetings.
   5.2. Special meetings may be called by the Chair as necessary, or on written request by a Dean, or on the request of the AB. A request must be accompanied by a briefing note detailing the business to be discussed.

6. **Reporting Requirements and Relationship to Other Committees**
   6.1. As a subcommittee of AB, the SSRC will make available a copy of the minutes for AB members. The Minutes should have sufficient detail for the AB to be aware of all matters of discussion, not just a record of decisions made.

7. Committee Support

    7.1. The Chair is to nominate an administrator who will be responsible for all communications with respect to the Committee, including notices of meetings, agendas, taking of minutes and correspondence.

8. Committee Management

    8.1. Reports and Minutes will be kept and forwarded to the AB.

    8.2. All recommendations and papers for broader discussion will be presented in a timely manner, allowing sufficient time for consideration by other parties.

9. Review

    9.1 The SSRC should undertake a biennial assessment of its performance against these Terms of Reference (TOR), with the outcome of the review reported to the AB.

    9.2 These TOR should be reviewed by the Chair every three years.

Revised and approved: 21 March 2022
Academic Board