

Replaces (please remove) Section 3.5.13 Issued 05/07)

3.5.13 TRANSITION, RETENTION, PROGRESSION, AND EVALUATION COMMITTEE

ROLE

The Transition, Retention, Progression and Evaluation Committee shall be responsible for making policy recommendations, overseeing the implementation of policy, monitoring and review in the areas of transition, retention, progression and evaluation. The Committee shall report to the Vice-Chancellor through the Senior Leadership Committee.

FUNCTIONS

The functions of the Transition, Retention, Progression and Evaluation Committee shall be:

- (i) To review data, monitor issues and provide advice to the Vice-Chancellor relevant to its role;
- (ii) To receive input from Faculties and service areas relating to its role;
- (iii) To develop policy recommendations relating to the areas of transition (including orientation and first year experience), retention, progression and evaluation.

MEMBERSHIP

The Transition, Retention, Progression and Evaluation Committee shall have the following membership:

- (i) Dean of Students as ex officio Chair
- (ii) Chief Marketing Officer (or nominee)
- (iii) Pro Vice-Chancellor (Learning and Teaching)
- (iv) Director, LTSU
- (v) The Survey Manager
- (vi) Group Manager, Student Affairs (or nominee)
- (vii) Two senior members of the academic staff nominated by the Deputy Vice-Chancellor (Scholarship) for a term of three (3) years.

NOTE

The Committee has the power to co-opt and to invite people to attend, with rights of audience and debate, and to establish working groups and review panels as needed.

FREQUENCY OF MEETINGS

The Committee meetings shall be scheduled six times each year.

TRANSITION, RETENTION, PROGRESSION, AND EVALUATION COMMITTEE MEMBERSHIP

DEAN OF STUDENTS AS EX OFFICIO CHAIR Professor R St Hill	Ex officio
CHIEF MARKETING OFFICER (OR NOMINEE) Mr I Olton	Ex officio
PRO VICE-CHANCELLOR (LEARNING AND TEACHING) Professor L Hunt (Acting)	Ex officio
DIRECTOR, LTSU Professor L Hunt	Ex officio
THE SURVEY MANAGER TBA	Ex officio
GROUP MANAGER, STUDENT AFFAIRS (OR NOMINEE) Ms B Lawrence	Ex officio
TWO SENIOR ACADEMIC STAFF OF THE UNIVERSITY NOMINATED BY THE DEPUTY VICE-CHANCELLOR (SCHOLARSHIP) FOR A TERM OF THREE (3) YEARS Dr R McNeill Associate Professor J Taylor	Ex officio
SECRETARY Mrs A Winter- Extension 2198	