

**TERMS OF REFERENCE**

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*ToRID & Cte Name:* **TOR40: COLLEGE RETENTION WORKING GROUP**

*Issued by:* Sr. Vice-President Academic

*Effective:* 2023-01-26

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**1. PURPOSE**

The College acknowledges its mandate to be focused on students and support students in their academic needs. To this end, the College will focus on considerations that may cause a student to end their studies before a credential is achieved.

The College Retention Working Group (CRWG) will utilize a program-level analysis of retention concerns and successes. While working in tandem with the Student Experience Committee, the CRWG will focus on academic tools to increase retention rates.

The CRWG will create a strategy to “Increase the first semester retention rate by 5% over three years (baseline 2021/22)” (Strategic Goals and Commitments 2020-2025).

**2. DEFINITIONS**

*Retention:* The maintenance of a student’s enrolment in a program of study within the same school after Level 1.

**3. MEMBERSHIP AND TERMS OF OFFICE**

Membership of the College Retention Working Group includes:

- Sr. Vice-President, Academic, Chair
- President, Fanshawe Student Union
- Registrar
- Dean of Students
- Director, CAE
- One Academic Faculty Dean (Appointed by the Chair)
- One Academic Associate Dean (Appointed by the Chair)
- Dean, Academic Quality and Strategic Integration
- Two Faculty Members

Additional resources invited as needed:

- Director, Library Learning Commons
- One Academic Advisor
- Director, Online and Blended Learning
- Director, Counselling and Accessibility Services

## COLLEGE COMMITTEES

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- Institutional Research Representative
- Organizational Development & Learning Representative

Further guests may be invited at the discretion of the Chair.

#### **4. MEETINGS AND CONDUCT OF BUSINESS**

- 4.1. The Sr. Vice-President Academic is the Chair and appoints an assistant to support the Working Group.
- 4.2. Meetings are held once to twice monthly according to a schedule determined by the Chair and approved by the College Retention Working Group.
- 4.3. Any member of the Committee may submit items for the agenda.
- 4.4. Agenda and minutes of previous meetings will be distributed to all members approximately one week before the date of each scheduled meeting.
- 4.5. Recommendations are carried by consensus.

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