

Enrollment Management Committee Bylaws

Article I. Name

The name of this body shall be the **Enrollment Management Committee** (EMC). This body reports to the President who serves as oversight.

Article II. Purpose

The Enrollment Management Committee exists to:

1. Support the mission and strategic goals of Western Nevada College (WNC) by monitoring, evaluating, and recommending initiatives that improve student recruitment, enrollment, retention, and completion.
2. Serve as a forum for discussion and coordination of enrollment-related strategies across divisions.
3. Provide recommendations and reports to the WNC President and other relevant bodies.
4. Use institutional data and evidence-based practices to guide decision-making and planning.

Article III. Membership

1. **Composition:** Membership shall include:
 - Academic Directors
 - Faculty from each division
 - Student Services Directors
 - Learning and Innovation Director
 - Marketing Manager
 - Fallon Director
 - Academic Planning
 - Institutional Research
 - Other offices or roles as determined by the College President.
2. **Selection:** Members may be appointed by their respective division/department or by invitation of the Committee Chair with President approval.
3. **Term of Service:** Members shall serve renewable one-year terms aligned with the academic year.
4. **Expectations:** Members are expected to attend meetings regularly, review materials in advance, participate actively in discussions, and assist with the implementation of committee initiatives.

Article IV. Officers

1. **Co-Chair (admin):**
 - Elected by committee members for a one-year renewable term.

- Responsibilities: convene meetings, prepare agendas, preside over discussions, and serve as the primary liaison to the President.
- 2. **Co-Chair (faculty):**
 - Elected by committee members for a one-year renewable term.
 - Responsibilities: convene meetings, prepare agendas, preside over discussions, and serve as the primary liaison to the President.
- 3. **Recorder/Secretary:**
 - Keeps accurate minutes, maintains committee records, and distributes materials to members.

Article V. Meetings

1. **Frequency:** The committee shall meet at least once per month during the academic year, with additional meetings as needed.
2. **Quorum:** A quorum shall consist of a simple majority of active members.
3. **Decision-Making:** Decisions shall be made by consensus when possible; otherwise, by majority vote of those present.
4. **Transparency:** Minutes shall be recorded, approved, and made available to the Steering Committee and other stakeholders.

Article VI. Subcommittees and Working Groups

The committee may establish subcommittees or task forces to address specific areas (e.g., recruitment, retention, data analysis, student experience, flexible learning). Membership may include both committee members and other faculty/staff invited for expertise.

Article VII. Reporting

The Enrollment Management Committee shall provide:

1. **Regular Reports** to the President summarizing activities, findings, and recommendations.
2. **Annual Year-in-Review Report** documenting accomplishments, challenges, data trends, and goals for the following year.

Article VIII. Amendments

These bylaws may be amended by a two-thirds vote of the committee membership, with final approval by the President.