

MEMORANDUM

TO: Enrollment Management Committee

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: October 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Enrollment Management Committee for the 2011-2012 academic year in accordance with Radford University's Internal Governance Document. Your interest in and commitment to Radford University by serving on this committee is very much appreciated.

Membership

Term

Provost & VP for Academic Affairs	Dr. Sam Minner	Permanent
Vice President for Finance & Admin.	Mr. Richard Alvarez	Permanent
Vice President for Student Affairs	Dr. Mark Shanley	Permanent
Vice President for University Advancement	Ms. Robyn Porterfield	Permanent
Vice Provost for Enroll. Plan & Mgnt.	Dr. Steven Nape	Permanent
Assistant Vice Provost & Director of IR	Dr. Debra Templeton	Permanent
Dean/College of Graduate & Prof. Studies	Dr. Dennis Grady	Permanent
Director of Admissions	Mr. James Pennix	Permanent
Faculty (non-voting)	Dr. Farrell Dos	2011-2014
Student (non-voting)	Mr. Zack McCoy	2011-2012

Committee Function:

The Enrollment Management Committee conducts studies and analyzes data on demographic trends; sets enrollment targets for new freshmen, transfers, graduate students, summer, and off-campus enrollments; and reviews the recruitment and marketing plans for appropriateness to the specified goals. This committee has the authority to recommend the management strategies for the reports to SCHEV.

The Responsible Administrator listed below or his/her designee shall call the first meeting of the committee at which the committee will elect a chair. It is the responsibility of the chair to insure that minutes are recorded for each committee meeting. Those minutes and supporting documents shall be forwarded to the Responsible Administrator and copied to Dr. Rhett Herman for posting on the Faculty Senate website as soon as possible after each meeting.

Designated Administrator:

President