Charge to the Retention Plan Steering Committee

To: Members of the Retention Plan Steering Committee

From: Chancellor and Cabinet

Date: January 21, 2025

Subject: Charge to Develop an Institution-Wide Retention Initiative

Purpose

The purpose of this Steering Committee is to develop a comprehensive, institution-wide retention initiative that supports the UIS mission, enhances student success, and improves retention rates across all demographics, academic programs, and modalities. The plan should align with institutional goals including the HLC Quality Initiative work, integrate evidence-based practices, be supported by relevant data, and address the diverse needs of our student population.

Co-leaders of Steering Committee

Brian Clevenger, ERM

Jorge Villegas, Academic Affairs

Ryan Bye, Student Affairs

Charge

The Retention Plan Steering Committee is charged with the following tasks:

 1. Assessment of Current Retention Practices:

 • Conduct an inventory of existing retention initiatives and strategies that are currently in place across the institution.

 • Evaluate the effectiveness of current efforts using institutional data, benchmarking, and best practices in higher education.

 2. Data Analysis and Insights:

 • Analyze institutional data to identify and organize key drivers of retention and barriers to student persistence. Review IBHE, UI Equity Plan, and UI System goals for retention.

 • Highlight trends in retention rates by key demographics (e.g., race/ethnicity, socioeconomic status, first-generation status, online learners, etc.) and share with the campus community.

 3. Engagement and Collaboration:

 • Engage stakeholders, including faculty, staff, and students across the campus to gather insights and ensure the plan reflects diverse perspectives.

 • Facilitate collaboration across academic and administrative units campus-wide to ensure alignment with institutional priorities.

 4. Development of Goals and Strategies:

 • Develop clear, measurable retention goals for short-term and long-term timeframes.

 • Identify strategies and metrics that address academic, financial, social, and institutional factors affecting retention.

 5. Implementation and Accountability Framework:

 • Propose an actionable implementation plan, including timelines, resource requirements, and responsible parties.

 • Design a framework for monitoring progress, assessing outcomes, and adapting strategies as needed.

 6. Final Deliverable:

 • Submit a written report that outlines the proposed retention initiative plan, including identified metrics, data analysis, goals, strategies, and an implementation framework. Recommend the top (1-2) priority/priorities with greatest impact to focus retention efforts for the coming year. Draft of the outline of the retention plan due to cabinet by March 31, completed report with initiative framework outlined by August 1.

Timeline

The Steering Committee is expected to meet regularly and submit an update of the retention work that is on-going and plans for future work to Cabinet for review by March 31 with incremental reports monthly. Final recommendations and the completed plan should be submitted by August 1.

Support and Resources

 • Institutional Research, ITS Reporting, and ERM Data Analytics will provide necessary data and analysis support.

 • The Office of Enrollment and Retention Management will serve as a primary resource for guidance and coordination.

 • Additional resources (e.g., external consultants, literature reviews) will be made available as needed.

Expectations

Members are expected to:

 • Actively participate in meetings and discussions.

 • Engage with institutional stakeholders to gather input and feedback.

 • Maintain a student-centered approach in developing the plan.

This work is critical to our institution’s ability to support student success and meet our retention goals. Thank you for your dedication to this important initiative.

Current Members of the Retention Advisory Committee

1. Gribbins, Michele L
2. Cornell, Cecilia S
3. Villegas, Jorge
4. Eddington, Jantzen
5. Piotrowski, Pattie
6. Bye, Ryan
7. Flynn, Jessica
8. Morsch, Layne A.
9. Bloemer, William
10. Hermann, Michael
11. Umbarger, Mary E
12. Helton, Tena L
13. Wade, Magic M
14. Ting, Tih-Fen
15. Singh, Neetu
16. McElwrath, Kara L
17. Sweeting, Tarah L
18. Cook, Vickie S
19. Bhattacharya, Som
20. Bland, J. Travis
21. Wallace, Miriam L
22. Dooley, Tyrone P
23. Hanson, Anne-Marie
24. Owen, Kenneth
25. Strahle, Ann E
26. Vollmer, Jolene M