

**Mississippi State University
College of Agriculture & Life Sciences
Recruitment Committee**

Charter

Statement of Purpose (Charge):

To facilitate open communications between the Admissions Coordinator(s) and departments of the College of Agriculture and Life Sciences regarding, but not limited to, the following:

- Development and implementation of recruitment methods and strategies;
- Assess quality and effectiveness of the recruitment efforts both on and off campus;
- Minimize barriers between the departments of the College of Agriculture and Life Sciences and the Office of Admissions;
- Identification of strengths and weaknesses of individual departmental recruitment efforts;
- Develop and maintain a recruitment road map to be used by the Committee and the College of Agriculture and Life Sciences

Membership and Duties:

- Admissions Coordinator(s) for the College of Agriculture and Life Sciences – Serve as non-voting Chair(s) of the committee, organize agenda and call meetings, and produce meeting minutes.
- Departmental representatives from the College of Agriculture and Life Sciences (voting)
- Associate Dean - College of Agriculture and Life Sciences (non-voting)
- Director of Undergraduate Advising – College of Agriculture and Life Sciences (non-voting)

Departmental representatives are appointed by the respective Department Head and will serve two year terms (January 1-December 31). Members are eligible for reappointment and can serve an unlimited number of terms with appointments being made in spring for the upcoming year. Departments with multiple degree programs or coordinators can appoint more than one member to the committee.

Frequency of Meetings:

The frequency of meetings is anticipated to be Quarterly (e.g., July – Planning/Preparation; October – Fall Travel/Recruitment Updates; January – Spring Events and Planning; April – Assessment/Fall Planning).

Amendments:

Proposals to amend this Charter may be made by the committee at any time. Proposed amendments must be circulated to the Recruiting Committee members at least two weeks before a vote can be conducted. Amendments must have a majority vote to pass.