Background: The Academic Affairs Committee (the “Committee”) is a committee of the Board of Trustees (the “Board”) of The Trustees of the Stevens Institute of Technology, a New Jersey nonprofit corporation (the “Institute”). This charter replaces and supersedes in its entirety all prior charters of this Committee and the Committee on Student Enrollment and Success.

Purpose and Responsibilities: The charge of the Committee is to provide direction and oversight to the Institute offices responsible for building and sustaining a strong and engaged student body, ensuring the delivery of a high-quality and relevant educational program consistent with the Institute’s mission, and providing strong programs outside the classroom to enhance the students’ overall experience at Stevens and to ensure their personal and professional growth.

The purpose of the Committee with regard to ‘student enrollment’ activities is to provide oversight of the Institute’s enrollment plans and policies and the strategies of the undergraduate and graduate admission offices. The Committee will pay close attention to enrollment goals as they pertain to each respective office. The Committee will assist the Board in providing feedback and direction to the undergraduate and graduate admission offices on areas of recruitment targets, marketing efforts, branding, and tuition discounting.

The purpose of the Committee with regard to ‘student success’ activities is to provide oversight of the Institute’s programs aimed at enhancing student satisfaction, as well as student retention and graduation rates. Close attention will be paid to first-year retention and six-year graduation rates, as well as to student advising, and student support policies and practices. Also, the Committee will provide oversight on the Institute’s activities in providing internships and co-op opportunities, as well as student placement, both at undergraduate and graduate levels.

The Committee will also provide oversight of student life activities, including co-curricular and extra-curricular programs including, but not limited to, athletics, the Institute’s honor system, fraternities and sororities, campus life, career development, student health and wellness and special events including commencement.

The Committee will also provide oversight of recruitment, retention and nurturing of outstanding faculty, faculty productivity, and academic reputation. The Committee will pay close attention to faculty recruitment and retention goals as they pertain to each respective school. The Committee will provide feedback and guidance on the issue of enhancing the Institute’s academic reputation. In addition, the Committee will provide direction and oversight on the resources and infrastructure required to achieve the academic mission of the Institute in accordance with the Strategic Plan, and the effective and efficient utilization of such resources.
The Committee will work with the Administration to develop metrics that will enable the Institute to assess and assure progress toward agreed upon goals in the areas of enrollment, retention rates, graduation rates, faculty recruitment, retention, and productivity, academic reputation, as well as other areas considered appropriate.

**Membership:** The Committee shall be comprised of at least five (5) Trustees and two (2) faculty participants. The President shall be an “ex officio” non-voting member of the Committee.

Trustee members shall be appointed annually by the Board and one Trustee member shall be designated by the Board to be Chairperson.

The two (2) faculty participants shall be selected in accordance with established Board procedures in effect at the time of their selection.

**Meetings:** The Committee shall meet at least four times during the academic year. Additional meetings may be called by the Chairperson. Committee members may participate in meetings telephonically or by any other electronic means which allows all persons participating in the meeting to hear each other and participate in the meetings. At the request of any voting member, the Committee can meet in executive session excluding all except voting members.

**Reporting:** The Chairperson shall report advice or findings of the Committee at meetings of the Board of Trustees, as necessary, and on other additional occasions as deemed appropriate by the Chairperson. The Chairperson shall arrange for written minutes to be taken of each Committee meeting and such minutes, following approval by the Committee, shall be forwarded to the Office of the Secretary for maintenance in the files of that office.

**Subcommittees:** The Chairperson, upon notice to the full Committee, may form subcommittees and delegate responsibilities to such subcommittees, from time to time, as the Committee deems appropriate. The Chairperson shall ensure that each subcommittee reports to the full Committee on its activities.

**Evaluation:** At least once every two years, the Committee will review and evaluate its performance of its responsibilities provided for under this Charter and report to the Nominating and Corporate Governance Committee of the Board. The Committee also shall review and reassess this Charter on an annual basis and recommend any proposed changes to the Board. Any changes shall become effective following approval of the Board.