

## **Bylaws for the Undergraduate Student Success Council**

- I. **NAME** – The name of this organization shall be the Undergraduate Student Success Council (hereinafter referred to as the USSC).
- II. **MISSION** – The USSC promotes student success by fostering an environment that supports academic achievement, personal development, and overall student well-being. The USSC works collaboratively on student success initiatives, programs, and best practices. It performs as a policy and procedure review and recommendation body, and as an advisory body to the Provost. The USSC will:
1. Recommend best practices that impact student retention and one-time graduation.
  2. Identify barriers to persistence and advocate for policies and practices that support students' academic and personal needs.
  3. Act as a liaison between students, faculty, staff, and administration to address student success concerns.
- III. **COMPOSITION** – Membership shall consist of identified staff/faculty student success leaders of colleges and schools granting baccalaureate degrees.
1. College of Arts and Sciences
  2. College of Communication & Fine Arts
  3. College of Education
  4. College of Health Sciences
  5. College of Professional & Liberal Studies
  6. Communication Sciences & Disorders
  7. Fogelman College of Business & Economics
  8. Herff College of Engineering
  9. Kemmons Wilson School of Hospitality
  10. Loewenberg College of Nursing
  11. School of Public Health
- Additional members shall include:
12. Admissions designee(s)
  13. Bursar Office designee(s)
  14. Financial Aid designee(s)
  15. Institutional Research designee(s)
  16. International Affairs designee(s)
  17. Lambuth Campus designee(s)
  18. Student Academic Success designee(s)
  19. Student Affairs designee(s)
  20. UM Global designee(s)
  21. University Registrar designee(s)
- IV. **MEMBERS (2024-2025)**
1. Admissions – Brian Meredith

2. Bursar – Jennifer Perry
3. College of Arts and Sciences – Rika Hood & Ladrica Menson-Furr
4. College of Communication and Fine Arts – Lucas Charles
5. College of Education – Ryan Mitchell
6. College of Health Sciences – Debra Wyatt, Angela Johnson
7. College of Professional & Liberal Studies – Fernandez West, Lorraine Meiners-Lowel
8. Financial Aid – Andrew Linn
9. Fogelman College of Business – Marja Martin & Trellis Morgan
10. Herff College of Engineering – Isaiah Surbrook, Betsey Loe, & Shelia Moses
11. Institutional Research – Bridgette Decent
12. International Affairs – Rebecca Laumann
13. Kemmons Wilson School of Hospitality & Resort Management – Catrina Copeland & Deborah Thompson
14. Lambuth – Lisa Warmath
15. Loewenberg College of Nursing – Jeremy Whittaker & Angelica Williams-Miller
16. Registrar – Darla Keel
17. School of Public Health – Rebecca Kronenberg
18. Student Academic Success – Eric Bailey, Meghan Pfeiffer
19. Student Affairs – Melinda Carlson
20. UM Global – Courtney Brafford

- V. MEETING FREQUENCY & MODE – USSC meetings will be held monthly in-person during the academic year. Virtual meeting option shall be made available to Lambuth member(s). Meeting minutes and presentations shall be stored and made available to members in a shared drive.
- VI. MEETING AGENDAS & COMMUNICATION – Any member can submit a meeting agenda topic. The USSC email is: [usscmember@memphis.edu](mailto:usscmember@memphis.edu).
- VII. GOVERNANCE & VOTING – The USSC shall have shared governance amongst its members. No officer positions shall exist. All recommendations, initiatives, best practices, etc. will be made on a majority vote by members.
- VIII. TERM LIMITS – There shall be no term limits. Members hold membership to USSC based on job title, leadership role and responsibilities to led undergraduate student academic success.