

MEMORANDUM

TO: Ian Gatley, Chair
Jack Gentul, Vice-Chair
Lisa Axe
John Bechtold
Joel Bloom
John Cays
Barry Cohen
Perry Deess

Norbert Elliot
Kathy Kelly
Sharon Morgan
Judith Redling
Hank Ross
Nancy Steffen-Fluhr
Cheickna Sylla

FROM: Robert Altenkirch, President 

DATE: February 7, 2011

SUBJECT: Task Force on Undergraduate Retention and Graduation (REVISED)

I am asking each of you to serve on a Task Force on Undergraduate Retention and Graduation with Provost Gatley as Chair. The work of the Task Force comprises, in part, the role of retention and graduation issues in our approved self study design for the Middle States Commission on Higher Education re-accreditation effort, *A Science and Technology Research University for the 21st Century*, as well as meeting an objective of improving retention and graduation rates of the *NJIT Strategic Plan, 2010-2015*. The Task Force's efforts will also fall within the context of recent findings on college completion rates, with national initiatives on post-secondary success, and with state demands on higher education's involvement in workforce and economic development. And, from a practical point of view, having students complete undergraduate degrees in a timely manner is an effective and efficient use of financial resources.

Attached is a summary the Task Force focus areas and designated areas of reporting. Those items in bold type highlight what the final report of the Task Force, which should be completed by May 15, 2011, for implementation beginning the in fall 2011, should contain, plus any other important conclusions and recommendations the Task Force draws during the course of its work.

Knowing that the work outlined here will take substantial time and effort, I want to thank you in advance for your participation. If, for some reason, you are unable to serve on the Task Force, please let me know as early as possible.

c: Vice Presidents
Deans