



Standing Committee Charter Revisions

Sent to membership via email on September 18, 2026

It was a goal of President Kohns for all standing committees of the MACRAO organization to review their current committee charters and provide revisions as needed. Below are all adjusted and accepted charters provided by committee chairs and approved at the September 18, 2026 Board of Director & Chairs / Co-Chairs joint meeting.

Updated Versions of Committee Charters:

Enrollment Management

- Develops and promotes best practices in recruitment and retention, emphasizing strategic enrollment management functions at institutions of higher education.
- Promotes an understanding of the institutional enrollment management concept.
- Develops and advances best practices to accurately predict outcomes and improve institutional effectiveness.
- Serves as a resource on research, models and systems to help institutions achieve their enrollment and retention goals.
- Sponsors events related to current issues as appropriate.
- Coordinates approved annual conference session proposals.

Equity in Education

- Support opportunities that promote and foster educational equity within Michigan's higher education system.
- Organize professional development to educate members on the experiences of underserved populations and discuss how higher education institutions can best serve them
- Maintain an updated list of educational equity resources (virtual toolkits, fact sheets, community organizations, etc.) within the MACRAO Learning Hub.
- Collaborate with other MACRAO Committees on intersecting topics when appropriate.
- Coordinate approved annual conference session proposals.

College Articulation:

- Promotes communication and articulation between postsecondary educational institutions.
- Promotes the Michigan Transfer Agreement (MTA); other statewide initiatives such as the Michigan Transfer Network and statewide pathways in collaboration with the Board of Directors.
- Develops, promotes, and executes an annual event in conjunction with the Registrars Practices committee by setting budget, theme, creating articulation related workshops, serving as liaisons to CAC presenters, meeting sites, caterers, speakers, and other service providers.
- Sponsors transfer/articulation events related to current issues as appropriate (i.e., Lunch with MACRAO, Launch & MTA 101& training and webinars, etc.)
- Maintains and responds to questions sent to the MTA Support email box (michigantransferagreement@gmail.com).
- Review the MTA Participation Guidelines annually, updated as needed
- Serves as liaison and a resource on transfer issues to education, government and community at large.
- Coordinates approved annual conference session proposals

Registrars' Practices Committee

- Undertakes projects concerned with improved registration techniques, grading policies and practices, and the maintenance of adequate and accurate records; suggests procedures for quality in production of transcripts and establishes standards for all areas of academic records management (security, storage, retention, retrieval, generation, recording and maintenance).
- Sponsors events related to current issues as appropriate.
- Develops, promotes, and executes an annual event in conjunction with the College Articulation Committee by setting budget, theme, propagating articulation related workshops, serving as liaisons to RP presenters, meeting sites, caterers, speakers, and other service providers.
- Review and update as necessary the “**MACRAO Official Transcript Definition**” on the MACRAO website.
- Review and update as necessary the “**Family Educational Rights and Privacy Act (FERPA) Resources**” information on the MACRAO website.
- Coordinates approved annual conference session proposals.

Veteran and Military Education Committee Charter

- Undertakes projects concerned with improving the administration, compliance, and delivery of federal and state military education benefits, including VA educational programs, and federal and state tuition assistance.
- Promotes the exchange of information and best practices among Michigan institutions regarding veteran and military student recruitment, enrollment, retention, graduation, and support services.
- Develops, sponsors, and coordinates professional development opportunities, and conference sessions related to veteran and military education benefits.
- Serves as a collaborative resource for Michigan institutions by fostering partnerships among higher education professionals, government agencies, and veteran-serving organizations.
- Maintains and disseminates resource materials, guidance documents, and recommended practices related to military-connected student services and compliance requirements.
- Coordinates approved annual conference session proposals related to veteran and military education.

Legislative Issues Committee

- Keeps the membership informed about legislative issues impacting higher education through the use of the MACRAO Newsletter and website.
- Serves as liaison to State and Federal Legislation and Policy committees and caucuses.
- As funds allow, pending yearly board approval, to include sending the Chair or Cochair to AACRAO Hill Day.
- Sponsors events related to current issues as appropriate.
- Represents and coordinates MACRAO member participation in key legislative advocacy events such as MCAN's advocacy day and AACRAO Hill Day.
- Coordinates approved annual conference session proposals.