

**University Senate Committee Annual Report
Student Affairs Policy Committee (SAPC) 2016-2017**

Due to: senate@gcsu.edu

Due by: Wednesday, May 3, 2017

Committee Name: Student Affairs Policy Committee (SAPC)

Academic Year: 2016-2017

Committee Charge:

Membership: V.Section2.C.4.a. The Student Affairs Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, two (2) members who are selected student senators, one (1) member who is a selected staff senator, one (1) member who is the Chief Student Affairs Officer or an individual appointed by the Chief Student Affairs Officer to serve as her/his designee in compliance with V.Section2.C, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

Scope: V.Section2.C.4.b. The Student Affairs Policy Committee shall be concerned with policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students.

Committee Calendar:

August 09 – Governance Retreat

September 07 – (did not meet, University closed)

October 07

November 04

December 02

February 03 – cancelled (no quorum)

March 02 – (did not meet, no quorum)

March 31

Executive Summary:

Committee Membership & Record of Attendance

Heidi Fowler, chair; Ben McMillan, vice-chair; Simplice Tchamna-Kouna, secretary; Laura Ahrens, Jolene Cole, Altimease Lowe, Daniel McDonald, Kevin Morris, Jordanne Cary, Andy Lewter, Olha Tsarykovska, Cameron Yeo, Amy Pinney

Members	“P” denotes Present, “A” denotes Absent, “R” denotes Regret								
	Meeting Dates	08/09/16	09/07/16	10/07/16	11/04/16	12/02/16	02/03/17	03/02/17*	03/31/17
Laura Ahrens		R	X	R	P	P	X	R	P
Jordanne Cary		P	X	P	P	P	X	A	A
Jolene Cole		R	X	P	R	P	X	R	P
Heidi Fowler		P	X	P	P	P	X	P	P
Andy Lewter		R	X	R	R	P	X	R	R
Altimease Lowe		P	X	P	P	P	X	P	P
Daniel McDonald		R	X	R	P	P	X	A	P
Ben McMillan		R	X	P	P	P	X	P	R
Kevin Morris		R	X	R	R	P	X	R	P
Amy Pinney		P	X	P	P	P	X	R	R
Simplice Tchamna-Kouna		R	X	P	P	R	X	P	P
Olha Tsarykovska		P	X	R	P	P	X	P	R
Cameron Yeo		R	X	P	P	P	X	P	P

*Did not have a quorum to meet officially

Motions brought to the Senate floor

No Motions were brought to the Senate floor for the 2016-2017 academic year

Other Significant Deliberation (Non-motions):

Election of Officers

Heidi Fowler, chair; Ben McMillan, vice-chair; Simplice Tchamna-Kouna, secretary

Committee Review of Study Abroad fees and confidentiality agreements – Faculty Request*

SAPC received notification from a faculty member requesting the review of two (2) items of business: 1) the use of program fees and tuition for GC study abroad programs, and 2) if employees can/should be “forced” to sign confidentiality agreements (with regard to the study abroad program).

**SAPC determined that this issue was not appropriate and referred the matter to ECUS*

Veterans Resource Center*

SAPC discussed areas of support/concern for the Veterans Resource Center (including physical space to be designated for VRC).

**ECUS-SCC Deliberation SAPC was advised that Mike Augustine is the University liaison to support student veterans.*

GC Non-Human Animal Rights

Advocates complaint of *The Max* (campus dining facility) using animal-derived butter for Vegan meals was addressed by SAPC submitting a letter of education support to both parties involved.

Campus LGBTQ+ Coordinator

Discussion of garnering support for a full-time LGBTQ+ Coordinator from University Senate was discussed, but upon further review, it was noted that a resolution endorsed by University Senate (motion 1415.SAPC.001.R) during the 2014-2015 academic year.

The Honor Code: Inclusion of Discrimination

On behalf of Student Senator, Johnathan Garcia, SAPC was introduced to a DRAFT version of a non-discrimination statement to (potentially) be included in the Honor Code. SAPC made the recommendation that the finalized document be vetted by Legal Counsel prior to bringing before University Senate.

GC Permit Issued to “Hate Speech” Group

Campus Safety confirmed any individual or group wishing to obtain a permit exercising freedom of speech may be granted as long as the appropriate request/notification is made and campus organizers are alerted to the planned event. The permit also states that the party must remain in the physical location allotted).

Ad hoc committees and other groups:

n/a

Committee Reflections and Recommendations:

The relationship between SGA and SAPC remains strong due to the consistent work to maintain communication and support. There was some frustration expressed by one SAPC member because they did not feel that SGA brought enough “workable material” to SAPC and did not feel as if SAPC was used to their potential during the 2016-2017 academic year. Another SAPC member suggested that may be a positive reflection and not a negative.

Recommended items for consideration at the governance retreat:

- (A) Changing the academic calendar to allow for at least one or two “dead” or “reading” days before finals
 - We currently have a final day of class on Monday and start finals immediately on Tuesday. This practice forces faculty to either stop the introduction of new material or make students cram for a single night before finals

- (B) Extend the withdrawal date by one to two weeks
 - In most classes, it is difficult to have a mid-term (if only two tests are given in the class) by withdrawal date
 - Giving an extra week (or two) would allow students to have more performance feedback to make the decision to withdraw from the course
 - Kay Anderson responded (and was reported to SAPC): The drop date needs to be after mid-term (system policy) but before we start registration for the next term. Depending on the structure of the term, it is usually the 40th day of class (spring semester) and the 41st day of class (fall semester).
 - The “dead” or “reading” day is an issue because we have 15 meeting times for each day of the week in order to meet our accreditation and credit hour requirements. In fall semester, we lose a Monday for Labor Day and make it up the day before finals start. In spring semester, we lose one Monday for MLK, Jr. Day and make it up the week of finals.
 - Those are mandatory holidays – the only flex-time we have are Fall Break, Thanksgiving break or Spring Break.
 - Students would have to give up a day of these breaks in order to get a “dead” or “reading” day or begin classes earlier in the year.

**SAPC agreed to explore these options, gather more information and decided to table these agenda items for the following academic year since the calendars will not be revisited until spring 2018.*

Appendix: Committee Operating Procedures
2016-2017 SAPC OPERATING PROCEDURES
Adopted November 15, 2013
(Included here as a useful tool)

1. The Student Affairs Policy Committee (SAPC) is governed by the Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents.
 - Reviews motions and resolutions submitted for University Senate consideration,
 - Is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
 - Is responsible for the maintenance and dissemination of meeting minutes,
 - Ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and

2. The SAPC members work cooperatively as a team for the good of the University, the University Senate, Student Government Association, and the Committee. To realize this objective, members should
 - Attend and participate in all scheduled meetings,
 - Communicate respectfully, openly, and candidly with each other,
 - Seek out and identify agenda items for discussion from constituents directly related to students, and
 - Copy the committee when communicating on its behalf.

3. Committee Officer Responsibilities
 - Chair (Presiding Officer)
 - Drafts, in consultation with the committee, the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Present the SAPC report to University Senate at scheduled University Senate meetings
 - Others as defined/assigned by the committee
 - Vice-Chair (Presiding Officer Elect)
 - Assumes all duties and responsibilities of the Chair in the absence of the Chair
 - Others as defined/assigned by the committee
 - Secretary
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Drafts, in consultation with the committee, the minutes for committee meetings
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review

- Others as defined/assigned by the committee
4. Communication
 - Communicate via the sapc@gcsu.edu email list with the 72-hour rule – a member of the SAPC has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions
 - Notify the committee Chair (heidi.fowler@gcsu.edu) and secretary (simplice.tchamna@gcsu.edu) to extend regrets prior to scheduled committee meetings
 5. Duration of Meetings
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration
 6. Agenda
 - A tentative agenda for the next meeting of SAPC is drafted by the SAPC Chair and is informed by consultation with the entire committee at least one week prior to the next meeting
 - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance
 - The tentative agenda is distributed to the committee members, by the SAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SAPC
 - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting
 7. Deliberation and Parliamentary Authority
 - Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply
 - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SAPC Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order SAPC may adopt
 8. Quorum & Voting
 - A majority of the SAPC membership shall constitute a quorum
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
 - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*
 9. Minutes
 - SAPC members review the initial draft of the minutes of SAPC meetings prior to distribution to the University Senate
 - The SAPC Secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft
 - This draft of the minutes is circulated to the committee for review prior to posting

- If suggested revisions are offered, the revised minutes are again distributed to the committee for review
- The minutes are posted as soon as possible after the review process concludes
- *Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each SAPC meeting*

10. Amendment of these operating procedures

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.