

**University Senate Committee Annual Report
Student Affairs Policy Committee (SAPC) 2013/2014
Georgia College & State University (GC)**

Due To: senate@gcsu.edu

Due by: Wednesday, April 30, 2014.

Committee Name: Student Affairs Policy Committee (SAPC)

Academic Year: 2013-2014

Committee Charge:

V. Section 2.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 students serving on the University Senate], 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 his/her designee in compliance with V. Section 2.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. Section 1.A.5.

SAPC 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). The committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students (V. Section 2.C.4.b.).

Committee Calendar:

Date Held	Location
August 14, 2013	Rock Eagle 4-H Conference Center
August 23, 2013	Atkinson Hall 110
October 4, 2014	Atkinson Hall 104
November 15, 2013	Atkinson Hall 104
January 24, 2014	Atkinson Hall 104
February 28, 2014	Atkinson Hall 202
April 4, 2014	Atkinson Hall 104

Executive Summary:

The Student Affairs Policy Committee (SAPC) successfully met and discussed important GC student related issues. Although no policies were put forth, a great deal of research and strategizing were accomplished that will enable the 2014/2015 SAPC to move forward in order to have a significant positive impact on GC students. The details of the research and progress toward strategic plans are outline in the body of this report.

Committee Membership and Record of Attendance:

Name	Role	8/14/13	8/23/13	10/4/13	11/15/13	1/24/14	2/28/14	4/4/14
Doreen Sams, Chair	Senator	Present	Present	Present	Present	Present	Present	Present
Mandy Jarriel, V. Chair	Senator	Present	Present	Present	<i>Regrets</i>	Present	Present	Present
Nicole DeClouette, Secty	Senator	Present	Present	Present	Present	Present	Present	Present
Victoria Ferree	<i>Student</i>	<i>Regrets</i>	Present	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>
Gail Godwin	Volunteer	Present	Present	<i>Regrets</i>	Present	Present	<i>Regrets</i>	<i>Regrets</i>
Bruce Harshbarger	Volunteer	<i>Regrets</i>	Present	<i>Regrets</i>	Present	Present	<i>Regrets</i>	Present
Andy Lewter*	Non-Senator	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	Present	Present	Present	Present
Daniel McDonald	Senator	Present	Present	Present	<i>Regrets</i>	Present	Present	Present
Caitlin Mullaney	Student	<i>Regrets</i>	Present	<i>Regrets</i>	Present	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>
Amy Pinney	Senator	Present	Present	Present	Present	Present	Present	<i>Regrets</i>
Sarah Rose Remmes	Student	<i>Regrets</i>	<i>Absent</i>	<i>Regrets</i>	Present	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>
Tim Smith	Student	Present	Present	Present	Present	<i>Regrets</i>	<i>Regrets</i>	<i>Regrets</i>
Evelyn Thomas	Senator	Present	Present	Present	Present	<i>Regrets</i>	Present	Present
Stephen Wills	Senator	Present	Present	<i>Regrets</i>	Present	Present	Present	Present

* *Andy attends on behalf of Bruce Harshbarger's office.*

Motions brought to the Senate floor:

None

Other Significant Deliberation (Non-Motions):

Operating Procedures

Operating procedures were enhanced and brought into alignment with those of other Senate committees on November 15, 2013 and submitted to Senate.

Student Athletes Report

Ken Farr, GC Faculty Athletic Representative (FAR) presented the annual report on the 2012-2013 Academic and Athletic Performance of Georgia College (GC) Student-Athletes to the Committee. Highlights of the report (e.g., graduation rate of 83%) are available upon request from Ken Farr. The SAPC members were pleased that the report depicted another great year for GC Athletics as student-athletes performed well in the classroom and in the community, as well as, on the playing field/court.

Student Retention Initiatives:

Suzanne Pittman presented at the August meeting regarding initiatives taken and level of success by her office to increase retention and enrollment in summer courses. The committee decided that everything we do in SAPC is about student retention. Since the "Student Success Collaborative" is under the control of Ms. Pittman's office at this time SAPC will receive reports from that office.

Student Emergency Fund:

Reports from faculty of their concerns regarding financial hardship of students were voiced by several of the committee members. Thus, Ms. Cathy Crawley from Financial Aid was invited to and attended the August meeting to provide information on financial resources currently available to students and came back in September with more details. By the October 2013 meeting, a separate fund (F20073) was set up; the details on how to contribute to the fund were shared with faculty across campus as were details on how students can get help. Information was also shared on how to get an individual's Kroger Plus Card attached to the "Helping Hands Fund" for GC. This was also shared with faculty. It was reported that Student Government Association had several fundraisers that contributed to the "Helping Hands Fund."

Proposal for a Veterans' Center:

Doc St. Clair, instructor in Information Technology, shared his concern for veterans on the GC campus and reported to the committee on how Robert Morris University in Pennsylvania had set up a Veterans Center on their campus and offered his assistance in setting up a center at GC. It was reported that an ad hoc group including Bryan Marshall, Howard Woodard, and others began talks on this while Stas was the Interim President of GC; but nothing had come of it. The discussions are timely as the number of veterans returning from military service is growing and funding to attend college is available to them. It was discussed that there is a Veterans' hospital in Baldwin County Georgia to deal with health and emotional issues of veterans. Bryan Marshall, Howard Woodard, Bob Duesing and Doc St. Clair all agreed that this was a good idea and shared their willingness to help. David Snow, the new Director of Military Affairs for the Board of Regents is planning to meet with SAPC to advise on this issue.

Proposal for Active Military Personnel TDY Policy:

Discussions began in October 2013, as to how to design a policy for veterans similar to the one for athletes that would require excused absences when Temporary Duty Yonder (TDY) was required. Although faculty generally comply, there is no policy in place that requires compliance; thus, potentially disadvantaging active military. It was recommended that the policy for athletes be amended to include military (e.g., "Likewise if a student is representing the United States military for TDY, the instructor will not penalize the student for those absences, and the student should consult his or her instructor before anticipated absences."). This amendment, as of April 2014 was not put forth to the Senate. David Snow, the new Director of Military Affairs for the Board of Regents is planning to meet with SAPC to advise on this issue.

Proposal for a Military Friendly Campus Rating:

GC is not listed as a military friendly campus. David Snow, the new Director of Military Affairs for the Board of Regents is planning to meet with SAPC to advise on this issue.

Discussion on Registered Student Organizations' (RSOs) Issues with Common Meeting Time:

Student participation in this committee was hindered due to time conflicts caused by the common meeting times. A survey produced by SGA showed (on a limited scale) the problems with the common meeting time affects on RSOs. The report showed a significant decrease in membership across RSOs. However, the SGA report did not contain enough information to move forward at this time. It is recommended that a more comprehensive survey be developed and conducted by SGA and from that report recommendations be brought to SAPC in fall 2014.

Sexual Misconduct – Syllabus and Orientation (Graduate Level Course):

After an incident on the Macon campus in which graduate students were unaware of their rights or the proper procedures to follow when they perceived a class member was harassing them, the committee began to research whether faculty syllabi or graduate orientations included information on how to report an incident. Overall, there were no graduate programs addressing this issue; however, one program was in the process of addressing it at orientations. It was noted in the meeting that the faculty should put a link to the handbook in syllabi. Dr. Harshbarger stated that he would send out a mass mailing at the beginning of each academic year about the handbook and students rights for protection. Further, clarification was given that males or female can go to the Women's Center if they feel they are being harassed. The Student Affairs office took on the task of creating a document to be given to students through multiple venues (e.g., orientation, online) that include information on sexual misconduct reporting, etc. This will be presented to SAPC for review in the fall 2014.

Ad hoc committees and other groups:

None.

Committee Reflections:

The committee worked together very well by sharing ideas in open discussions. However, due to time conflicts with the Student Government Association (SGA) meetings, student members (who would be expected to be very aware of student issues) could not attend most of the meetings. Times were changed to accommodate the SGA members on SAPC, but that did not work either. Without student members of SGA, many important student-related issues may have been missed. According to the bylaws, this committee is required to have student members participate in committee meetings, making this a very important issue to address.

Committee Recommendations:

The following are recommended:

- 1) Continue the work on the active military attendance policy
- 2) Continue the work to become and be recognized as a military-friendly school
- 3) Continue to look into means to create and maintain a Veterans Center for GC
- 4) Obtain annual reports on the "Helping Hands Fund" to assess the size of the fund, increase or decrease in student needs from the funds, etc., in meeting needs of GC students
- 5) Develop a system for which a member of SAPC, whether student, staff, or faculty who cannot attend a meeting can share input and concerns prior to the meeting
- 6) Continue to research the RSO/common meeting time issues – develop a more appropriate survey and track changes over the next academic year
- 7) Follow up with Graduate offices as to informing graduate students about sexual harassment policies and procedures for reporting incidents

Recommend items for consideration at the governance retreat:

Discuss SGA time conflicts with committee meeting times and find resolutions

Appendix: Committee Operating Procedures

2013-2014 SAPC OPERATING PROCEDURES

Adopted November 15, 2013

1. The Student Affairs 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 Student Affairs Committee 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@list.gcsu.edu email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions
 - Notify the committee chair (doreen.sams@gcsu.edu) and secretary (nicole.declouette@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 Executive Committee 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.