

**University Senate Committee Annual Report  
Student Affairs Policy Committee (SAPC) 2014/2015  
Georgia College & State University (GC)**

**Due To: [senate@gcsu.edu](mailto:senate@gcsu.edu)**

**Due by: Wednesday, April 29, 2015.**

**Committee Name: Student Affairs Policy Committee (SAPC)**

**Academic Year: 2014-2015**

**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 12, 2014	Rock Eagle 4-H Conference Center
September 5	SAC 104
October 3	SAC 104
November 14	SAC 104
December 5	SAC 104
February 6	SAC 104
March 6	SAC 104
April 3	SAC 104

**Executive Summary:**

The committee worked well together and was eager to unanimously supported the SGA resolution requesting a full-time LGBT co-ordinator at GC. SGA was unhappy with RPIPC's decision to not pursue the common meeting time issue due to the significant, and in some cases extraordinary, decrease in RSO participation, as well as the impossibilities it creates for

attendance to necessary meetings. Therefore, SAPC should renew this issue next term. SAPC members were pleased to hear that Dr. Woodard will address adding a student representative to APC, and look forward to continuing this pursuit in the coming year. SAPC continued the conversation on professors and make-up work after a student has been hospitalized or missed class for an extended time due to medical reasons. Dr. Lewter and Dr. Pinney reported out the conversation that occurred at the meeting of the University Senate. These conversations continue.

### **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. We continue to struggle to accommodate students due to meeting overlap

#### **Adderall Abuse – Student Education**

- I. Adderrall Abuse Education was a success
- II. Graduating Nursing Cohort developed the teaching plan/flyer/pamphlet: educated the 1st semester nursing students
- III. Both cohorts were involved in the session held on 2/5 & 2/6 (11-4 both days around the fountain; 6-8 Tues around the reflection pool.
- IV. 425 pamphlets were given out ( they ran out)
- V. Students, faculty and staff asked many appropriate questions

#### ***Student Athletes Report***

Ken Farr, GC Faculty Athletic Representative (FAR) presented the annual report on the 2013-2014 Academic and Athletic Performance of Georgia College (GC) Student-Athletes to the Committee. Highlights of the report 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 Bill of Rights***

After much talk, SGA is taking some responsibility for disseminating the Student Bill of Rights. We believe all of us should engage this responsibility.

#### ***Student Emergency Fund:***

Reports from faculty of their concerns regarding financial hardship of students were voiced by several of the committee members. We shared with faculty across campus 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." SAPC continues to work with SGA on this initiative. SGA PhilanthropySGA has taken on this cause and has already held fundraisers. We are grateful for their support.

### ***Student Retention***

Survey Data was collected by Daniel McDonald. Interviewed seven seniors. "Why did you stay?" He shared those results. Overwhelmingly :faculty/student ratio.

### ***Proposal for a Veterans' Center:***

SAPC continues to support, inspire, and create efforts to make GC military friendly.

### ***Proposal for Active Military Personnel TDY Policy:***

Discussions continues as to how to design a workable policy for veterans.

### ***Proposal for a Military Friendly Campus Rating:***

GC is not listed as a military friendly campus. The committee hopes that SAPC can continue this discussion next year.

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

Student participation in this committee continues to be hindered due to time conflicts caused by the common meeting times.

### ***Work with the Women's Center***

Jennifer Graham attended a meeting to partner with the committee regarding Project Brave.

### ***Ad hoc committees and other groups:***

None.

### ***Committee Reflections and Recommendations:***

We wish the students were able to attend regularly.

We hope that attention will continue to be given to veterans and the university's ability and willingness to welcome them.

We continue to work toward a close relationship with campus initiatives such as Project Brave, LGBT support, and support for Veteran's.

Our relationship with SGA, despite common meeting time conflicts, remains strong, because the SGA and SAPC both consistently work to maintain communication and support.

### ***Recommend items for consideration at the governance retreat:***

Discuss SGA time conflicts with committee meeting times and find resolutions; support for veterans; Student Bill of Rights

## **Appendix: Committee Operating Procedures**

### **2013-2014 SAPC OPERATING PROCEDURES**

**Adopted November 15, 2013**

**(Included here as a useful tool. Prepared by Dee Sams.)**

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](mailto: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](mailto:doreen.sams@gcsu.edu)) and secretary ([nicole.declouette@gcsu.edu](mailto: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.