

**University Senate Committee Annual Report
Student Affairs Policy Committee (SAPC) 2015/2016
Georgia College & State University (GC)**

Due To: senate@gcsu.edu

Due by: Friday, April 29, 2016.

Committee Name: Student Affairs Policy Committee (SAPC)

Academic Year: 2015-2016

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:

August 11--Governance Retreat

September 4--cancelled (no quorum, no committee chair)

October 2

November 6

December 4

February 5

March 4

April 1--cancelled (no business on agenda)

Executive Summary:

Committee Membership & Record of Attendance:

David Johnson, chair; Heidi Fowler, vice chair; Clifford Towner, secretary; Andy Lewter, Kevin Morris, Juawn Jackson, Amy Pinney, Brenda Deal, Mary Lean Land, Simplice Tchamna-Kouna, Daniel McDonald, Netta Ben-Hashal, Jordan Bracewell, Barrett Stanley

Motions brought to the Senate floor:

MOTION 1516.SAPC.002.O (NEW LANGUAGE TO GCSU'S STATEMENT OF NON-DISCRIMINATION)

On behalf of the committee, David Johnson, SAPC Chair, presented the motion To recommend the inclusion of "gender identity and expression" in Georgia College's Statement of Non-Discrimination:

Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment, which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, veteran status, or genetic information be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

Motion passed with a unanimous voice vote, once proper documentation was presented and senators' questions satisfactorily answered.

Other Significant Deliberation (Non-Motions):

Election of Officers

David Johnson, chair; Heidi Fowler vice chair; Clifford Towner, secretary

Academic Grievance/Grade Appeals Policy

SGA recommended a review of the clarity and accessibility of these policies and their inclusion in syllabi.

Discussion of Student Veterans' Issues

Student veteran Jordan Wilcher discussed student veterans issues, and requested a physical space to seek additional support and funding for student veterans.

Non-academic spaces

SGA requested that non-academic organizations be given priority to use non-academic spaces on campus.

Review Academic Bill of Rights

SGA requested that SAPC look into updating the Academic Bill of Rights.

Academic "Withdrawal" policy

SGA requested that SAPC look into the total number of withdrawals allowed by students, and more specifically, why withdrawing from a science course and its corresponding lab count as *two* withdrawals, and not just one.

Ad hoc committees and other groups:

Committee Reflections and Recommendations:

SGA and SAPC have identical meeting times, making it difficult for student members to be present at SAPC meetings. (Can SGA make small scheduling adjustments to allow for SAPC meetings?) Additionally, it can be easy for meeting dates/times to creep up and slip by without extra email reminders from committee officers.

To keep as strong a relationship as possible between student and faculty/staff SAPC committee members, it is important to keep in mind that the roll of faculty/staff is to support and facilitate the needs of students, not to *serve* the students: faculty and staff serve the university.

SAPC's 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:

The language of the Academic Grievance Policy is still confusing to many—could it include friendlier language (or even a flow chart)?

Appendix: Committee Operating Procedures

2015-2016 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 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.