

# **Committee on Student Affairs Charter**

## **Statement of Purpose**

- Provides advice and make recommendations on policies and procedures affecting students
- Reviews existing policies and procedures affecting students
- To make recommendations regarding the College's Student Services Program.

## **Operating Procedures:**

- Concerns are heard regarding policies and procedures affecting students.
- Concerns deemed appropriate are researched and discussed until the Committee feels ready to make a formal recommendation.
- Members are chosen by consensus between the Dean of Students Services and the Faculty Senate campus chair, and appointed by the Faculty Senate chair.
- The Chair and the Recorder are elected by Committee membership. The outgoing Chair conducts elections prior to his/her departure. The Chair receives three credits assigned time per semester.
- Members leaving the Committee before their term is completed should notify the Committee of their approved replacement before exiting the Committee.

## **Authorization**

- Authorized by the FSEC. First met in October 1974. Renamed from SSAC to COSA in 1983.

## **Structure of the Committee**

- Two (2) faculty members from the University College. Staggered two-year terms.
- One (1) faculty member each from Tech 1 and Tech 2. Staggered two-year terms.
- One (1) faculty member from Academic Support. Two-year term
- One (1) faculty member from Student Services. Two-year term
- Registrar
- Director of Student Life

- Three (3) Student members
- The Dean of Students Services (ex-officio, non-voting)
- Mental Health and Wellness Counselor
- Additional members may be added as needed from year to year

### **Scope of Authority**

- COSA advises and makes recommendations to the Dean of Student Services

### **Meetings**

- COSA generally meets once a month during the academic year.

#### Documentation and Communication

- Minutes are kept by the recorder and posted on the Intranet.
- The end-of-the-year report is sent to FSEC and forwarded to the next committee.
- The Committee will review its charter once a year.

Last revised 04/2008