

Committee Name: Student Affairs Policy Committee

Academic Year: 2022-2023

Committee Charge: The Student Affairs Policy Committee shall review and recommend for or against 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: 9/2/22, 10/7/22, 11/4/22, 2/10/23, 3/24/23, 4/14/23

Executive Summary: In the 2022-2023 academic year, the Student Affairs Policy Committee discussed and considered a handful of topics. However, none of these topics were deemed urgent, or required motions to be brought to the University Senate floor. In 2022, we discussed topics about promoting preferred student names on Bobcat cards, a general need for the university to improve avenues of communication with students, concerns about mold in dorm rooms, campus events for students post-COVID-19, and problems with student parking. In 2023, we discussed topics about campus crosswalks, syllabus statements for AI generated text, a revised diversity & inclusion syllabus statement from DEIPC, and a need for graduate student orientation events/resources.

Committee Membership and Record of Attendance:

Gregory Glotzbecker, Chair, senator, attended all meetings.
Joyce Norris-Taylor, Vice chair, non-senator, absent 2/10/23.
Kaitley Congdon, Secretary, student, absent 10/7/22.
Gail Godwin, senator, absent 2/10/23.
Amy Pinney, senator, attended all meetings.
Ruth Eilers, non-senator, absent 10/7/22, 2/10/23, 4/14/23.
Paulette Cross, senator, attended all meetings.
Rui Kang, non-senator, attended all meetings.
Kevin Blanche, non-senator, attended all meetings.
Lauren Easom, non-senator, absent 2/10/23, 4/14/23.
Rebecca Meghani, non-senator, absent 2/10/23, 4/14/23.

Motions brought to the Senate floor: None.

Other Significant Deliberation (Non-Motions): One of the main topics discussed by SAPC was the need for improved communication between the university and students. After review, we agreed that the university was communicating well, but the students are not using available platforms such as Frontpage and GC-Connect. The next large topic was the concerns about mold in dorm rooms. This was thoroughly investigated with the help of the director for student housing and the university president. Third-party testing did not confirm the student claims of mold. Next, we discussed the problems associated with campus parking. We spoke with Jon Jackson in parking, and he explained that students are not using parking lots further away on campus. We also learned that part of the issue is from students living on campus, driving to their classes. Lastly, SAPC discussed the lack of orientation resources available on campus for graduate students. We spoke with Paris Story, who is the Assistant Director of the Graduate school. She also identified a need for more resources but indicated that there was a lack of personnel and funding to do more. Soon, the graduate school will be creating an online orientation module for graduate students on GA-View.

Ad hoc committees and other groups: N/A

Committee Reflections: SAPC meetings went well when we had student participation and student speakers. Without student speakers, SAPC did not have much to discuss. In 2022-2023, SAPC sometimes struggled to have student speakers, which was a byproduct of decreased membership in the university student senate. As chair, I spent my time organizing meetings, attending Senate Executive Committee meetings, and networking with other leaders on campus.

Committee Recommendations: For the 2023-2024 academic year, it is important that SAPC continues to work closely with members of the student government. Specifically, the committee needs regular student speakers at the meetings so we can properly address issues and concerns within the student body. It also became clear that it's too much work for the student government president to also serve as the SAPC secretary. In the future, the secretary should be someone else.

Maintenance of crosswalks on campus was the only item that SAPC was not able to address in 2022-2023. It is recommended to revisit this item and connect with Frank Baugh in Facilities Management.

Recommend items for consideration at the governance retreat: 2023-2024 meeting format.

Appendix: Committee Operating Procedures:

1. The Student Affairs Policy Committee (SAPC) is governed by the University 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 SAPC motions and resolutions before they are submitted for University Senate consideration,
 - Is responsible for the maintenance and dissemination of SAPC meeting minutes.
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
 - 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
 - Presents the SAPC report to University Senate at scheduled University Senate meetings
 - Others as defined/assigned by the committee
 - Vice-Chair
 - Assumes all duties and responsibilities of the Chair in the absence of the Chair
 - Others as defined/assigned by the committee
 - Secretary
 - Position may be held by the SGA president or another SGA designee
 - 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 (Greg Glotzbecker) and/or Vice-Chair (Joyce Norris-Taylor) 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 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.