CAMPUS LIFE COMMITTEES

A. Purpose

The purpose of this policy is to describe the make up, responsibilities and purposes of campus life committees at The University of Texas-Pan American.

B. Persons Affected

This policy applies to faculty, administrators and students.

C. Policy

The policy of the University is that the general composition, appointments, and elections for campus life committees are:

1. Each campus life committee shall be composed of faculty, students, and administrators and/or staff from The University of Texas Pan American. Members with three unexcused absences from the committee meetings may be dismissed from the committee.

2. Faculty appointments shall be for three years, scheduled on a staggered basis. Faculty recommendations for these committees shall be submitted to the Dean of Students by the Faculty Senate on or before September 1. Terms run from September 1 through August 31.

3. Administrator appointments shall be for three years, scheduled on a staggered basis. The appropriate vice president shall appoint administrators to student life committees on or before September 1. Terms run from September 1 through August 31.

4. Student members are appointed by The University of Texas-Pan American Student Government Association President, except where explicitly indicated otherwise. Student committee members shall be enrolled in at least 6 semester hours and maintain at least a 2.0 cumulative grade point average.

   Student appointments shall be made by The University of Texas-Pan American Student Government Association President on or before September 1 of each year. Students wishing to be appointed to campus life committees shall apply for positions with the Student Government Association office no later than September 1. Student appointments shall be for one academic year; however, a student may be appointed to a committee for two or more consecutive terms. Terms run from September 1 through August 31.

Student representatives of the Student Government Association, University Program Board, campus housing, and student organizations will serve their designated terms as long as they remain members of their original constituencies.

5. Access to Student Education Records. The Family Education Rights and Privacy Act (FERPA) restricts access to the education records of students to specific limited circumstances. Members of the University campus life committees may not have access to student educational records except in accordance with FERPA.

D. Definitions

1. *Campus Life Committees.* Committees that address on-going, non-academic issues related to the quality of campus life and student services as identified in subsection E below.

E. Responsibilities

1. Student Affairs Advisory Committee

   a. Purpose:

      The purpose of the Student Advisory Committee is to recommend the allocation of student service fees, to participate in the deliberation on incidental and other student fees, and to serve as an advisory committee to the Vice President for Student Affairs.

   b. Membership:

      The membership is composed of two faculty members; one administrative staff member from the division of Business Affairs; one administrative staff member from the division of Student Affairs and five students. The Dean of Students and the Vice President for Student Affairs shall serve as ex-officio members.

   c. Responsibilities:

      i. Advise the Vice President for Student Affairs on all matters brought to the attention of this committee regarding student life and well-being within the responsibility of the University.

      ii. Advise the administration regarding the type, amount and expenditure of compulsory fees for student services by reviewing budget requests from account

managers and submitting a written report to the Vice President for Student Affairs and the President.

2. Committee on Student Organizations

   a. Purpose:

      The purpose of the Committee on Student Organizations is to recommend University policies and procedures for governing student organizations, to approve recognition of new student organizations, and to recommend disciplinary action against student organizations.

   b. Membership:

      The membership is composed of three faculty members, one administrator, and five students. The Dean of Students (or designee) shall serve as ex-officio member.

   c. Responsibilities:

      The primary responsibilities of the Committee on Student Organizations are:

      i. Review and recommend policies for the approval and supervision of student organizations.

      ii. Recommend the approval or denial of requests for student organizations for official recognition.

      iii. Serve as a hearing body for organizations that are alleged to have violated University or The University of Texas System Board of Regents' policies, rules, or regulations as outlined in the *Handbook of Operating Procedures* (*HOP*), Section 5.6.1, Recognition and Approval of Student Organizations. Allegations that a student organization has violated portions of Section 5.5.2 of the *HOP*, Student Conduct Code, shall be heard by a hearing officer, as outlined in the *HOP*, Section 5.5.3, Student Disciplinary Hearing and Appeals Procedures.

3. Student Financial Services Advisory Committee

   a. Purpose:

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The purpose of the Student Financial Services Advisory Committee is to serve in an advisory capacity for the operation of all responsibilities of the Office of Student Financial Services.

b. Membership:

The membership is composed of three faculty members, one administrator at large, one administrator from the Registrar's Office or the Admissions Office, one administrator from the Comptroller's Office, one administrator from Student Affairs, and three students. The Director of Student Financial Services shall serve as ex-officio member.

c. Responsibilities:

i. Review and recommend financial aid policies as necessary.

ii. Advise the Director of Student Financial Services on procedural matters.

iii. Establish an appeals procedure for students wishing to appeal financial aid probation, suspension, determination of satisfactory progress, or denial of financial aid. Appeals shall be heard by a subcommittee of the Student Financial Services Advisory Committee. The subcommittee shall be composed of two faculty members and three administrators. Faculty members and administrators shall serve on the appeals subcommittee on a rotating basis as assigned by the Director of Student Financial Services.

4. Academic Integrity Council

a. Purpose:

The purpose of the Academic Integrity Council is to foster campus-wide understanding of and proactive support for student academic integrity at The University of Texas-Pan American.

b. Membership:

The membership is composed of one faculty member from each academic college and the Library (recommended by the Faculty Senate); one undergraduate student; one graduate student (appointed by the Student Government Association); and current Hearing and Judicial Officers. The Dean of Students and the Assistant

Director of Student Life and Transition Services for Judicial Affairs shall serve as ex-officio members.

c. Responsibilities:

i. Advise the Dean of Students on matters concerning student academic integrity.

ii. Serve as the liaison body between faculty and administration on matters related to the institution's student academic integrity program.

iii. Advise and assist the Dean of Students with the development of student academic integrity program activities.

iv. Assist the Dean of Students in drafting and editing printed materials to be used with the academic integrity program activities.

5. Committee on Student Awards and Recognitions

a. Purpose:

The purpose of the Committee on Student Awards and Recognitions is to advise the Dean of Students in the development of awards and recognitions program for University students.

b. Membership:

The membership is composed of one faculty member from each academic college and the Library (recommended by the Faculty Senate); one student from each academic college; and one student at large. The Dean of Students or his or her designee shall serve as an ex-officio member.

c. Responsibilities:

i. Coordinate annual nomination procedures for Who's Who Among Students in American Universities and Colleges.

ii. Serve as selection committee for Who's Who.

iii. Recommend to the University administration other methods of recognizing outstanding and deserving The University of Texas-Pan American students.

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6. Residence Life Advisory Committee

   a. Purpose:

      This purpose of the Residence Life Advisory Committee is to serve in an advisory capacity to the Director of Residence Life for the operation of residential facilities.

   b. Membership:
      The membership of this committee is composed of two residents from each residential facility, two faculty members, the Director of Residence Life, the Director of Auxiliary Services one University Police Department designee, and one University Physical Plant designee.

   c. Responsibilities:

      i. Meet at least once during each long semester.

      ii. Serve as a forum for communicating information and ideas about Residence Life to the Director of Residence Life.

      iii. Advise the Director of Residence Life on policies and operations of the residential facilities.

7. Student Health Advisory Committee

   a. Purpose:

      The purpose of the Student Health Advisory Committee is to present student concerns and suggestions to the Director of Student Health Services, to actively seek to resolve problems identified by individual students and student organizations, and to permit staff to solicit student opinion on stated issues.

   b. Membership:

      The membership is composed of two faculty members, one administrative staff member, one community representative, and five students. The Student Health Services Medical Director and the Student Health Services Director shall serve as ex-officio members.

   c. Responsibilities:

i. Provide input into the formal development of long-range plans which set forth the basic goals, programs, and financing strategies for Student Health Services.

ii. Prioritize health care and health education issues for students.

iii. Assist in improving and enhancing existing services and proposing additional health and wellness programs.

8. Child Development Center Advisory Committee

a. Purpose:

The purpose of the Child Development Center Advisory Committee is to serve as an advisory body to The University of Texas-Pan American Child Development Center and to provide oversight and support of the UTPA Child Development Center program. This shall include the periodic review of the UTPA Child Development Center's program, fund raising, maintenance, and coordination with the Child Development Center parents to ensure that the Child Development Center is able to provide for the childcare needs for the children of UTPA students, faculty, and staff.

b. Membership:

The membership is composed of five student-parents, one Student Government Association member, one Faculty Senate member, one Staff Senate member, one designee from University Health Services, one designee from the University Police Department, and one designee from Student Affairs. The Child Development Center Director and the Child Development Center Assistant Director shall serve as ex-officio members. Five student-parents shall be nominated by the Child Development Center Parent Advisory Board and appointed by the Student Government Association President.

c. Responsibilities:

i. Meet at least once during each long semester.

ii. Advise the Child Development Center (CDC) administration on matters concerning the review of programs and CDC activities to ensure their consistency with the CDC policies, goals, and mission.

iii. Advise on the philosophical direction and strategic planning of the CDC consistent with mission and goals of the Child Development Center and The University of Texas-Pan American.

iv. Advise in the planning and coordination for improvement of the CDC grounds and facilities to ensure they meet the continuing needs of the Child Development Center.

v. Advise the Director on budgetary issues and any tuition increase or facilities improvement or expansion.

vi. Advise the Director on financial programs to ensure endowed scholarships for the student-parents.

9. Student Union Advisory Board

a. Purpose:

The purpose of the Student Union Advisory Board (SUAB) is to advise the administration regarding the use of Student Union fees as prescribed by statute, to recommend general and specific policies, to guide the programming officers and committees, and to advise operating departments. It shall also be responsible for monitoring that the financial operations are consistent with stated purposes of the Student Union.

b. Membership:

The membership is composed of two students-at-large, one student representative from the Student Government Association, one student representative from the University Program Board, one student representative from campus housing , one student representative from campus student organizations, two faculty members, and one staff representative from the Office of Student Development (designated by the Dean of Students). The Associate Director of the Student Union and the Student Union Director shall serve as ex-officio members.

c. Responsibilities:

i. Reflect the diverse perspectives of the members of their constituent organizations and the student body/University community.

ii. Support Student Union programs and provide constructive evaluations and feedback through appropriate channels.

iii. Create standing and ah hoc committees as needed.

10. Wellness and Recreational Sports Advisory Committee

a. Purpose:

The purpose of the Wellness and Recreational Sports Advisory Committee is to maintain a communication link between Wellness and Recreational Sports participants (Intramurals, Open Recreation, Sports Clubs, Special Events/Outreach, and Fitness/Wellness) and the management staff in order to obtain advise and assistance by maximizing the efficient and effective use of the wellness and recreational resources at the University of Texas Pan-American. The committee serves as the spokesperson on suggested issues pertaining to facilities, programs, and services offered to the University community.

b. Membership:

The membership is composed of one faculty member from the department of Health and Kinesiology, one faculty member from the department of Health and Human Services, one Staff Senate Representative, one designee from Student Health Services, one designee from the Office of Residence Life, director of Wellness and Recreation, two student representatives from the Student Government Association, one student representative from the Intramural Sports Program, one student representative from the Club Sports Program, one student representative from Greek Life, one student representative from Residence Life, one student representative from the Spirit Program, one student representative from the University Program Board, and two student representatives at large.

c. Responsibilities:

i. Meet quarterly, or as deemed necessary by the committee or as requested by the Director of Wellness and Recreational Sports.

ii. Serve as a forum for communication, information and concerns about the Wellness and Recreational Sports Complex to the Director.

iii. Advise the Wellness and Recreational Sports Complex administration on matters concerning programs, activities, and services to ensure their consistency with the Wellness and Recreational Sports Complex policies, goals, and mission.

11. Food Advisory Committee

a. Purpose:

The purpose of the Food Advisory Committee is to provide a reasonable opportunity for students, faculty, and staff to discuss the performance of the food service provider and solicit recommendations for qualifications for the service provider. Assessment of food service consists of food and beverage services located in or in conjunction with students unions, residence halls or campus-wide cafeterias, and contracts for vending machine food and beverage services.

b. Membership:

The membership is composed of the Director of Auxiliary Services, the Director of Maintenance & Operations, the Director of Food Services, the Director of Residence Life, one Faculty Representative, one Staff Representative, one Student Representative from a campus residence, one Commuting Student, and one Student Union Advisory Board Student Representative.

c. Responsibilities:

i. Meet at least twice each long semester and once each summer as a committee to give students the opportunity to discuss the performance of the food service provider.

ii. Serve as a forum for communicating information and concerns about food services to the Contractor and Director of Auxiliary Services.

iii. Provide meaningful input in the initial selection and renewal of a contract of a food service vendor, including input in the development of desired qualifications of food providers of food and beverage services; and reviewing and responding to the comment cards that are filled out and deposited into suggestion boxes by food service patrons.

F. <u>Procedures</u>

Not applicable.

G. Review

The Divisional Head for this policy is the Vice President for Student Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Dean of Students – Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate Chair
4. Student Government Association President
5. Staff Senate Chair