

ASSOCIATED STUDENTS OF SAN FRANCISCO STATE UNIVERSITY: UNIVERSITY AFFAIRS COUNCIL

**CHARTER STATEMENT #405
APPROVED 04/27/2017**

Purpose

The role of the University Affairs Council is to assist the Board of Directors (the “BOD”) of the Associated Students (the “Organization” - “AS”) in fulfilling its oversight responsibilities related to:

- Providing student representation for University committee membership
- Advocate for student decision-making and respect of shared governance throughout the San Francisco State University’s campus
- Coordination of student perspective on Academic Senate policy matters
- Facilitate campus outreach initiatives
- Act as a voice for each assembly it represents, including: the Graduate assembly, Student Org. assembly, College & Class assemblies, and Social Justice & Equity Assembly
- Working closely with Academic Senate and Administration for improved transparency
- Staying informed on Student Success and Graduation Initiative

Composition & Qualifications

The AS Vice President of University Affairs shall serve as the chair of the University Affairs Council.

The BOD shall appoint an University Affairs Committee of at least four (4) members, consisting of the VP of University Affairs who shall serve as the chair, the six college representatives, Graduate Representative, and Athletics Representative.

Mandatory Members

Vice President University Affairs

(6) College Representatives

Graduate Representative

Athletics Representative

(Full time staff)

The BOD may also appoint (3 to 5) additional members from the BOD provided that the following criteria if necessary.

Meetings

The Council shall meet as frequently as twice a month within a given semester, or as designated by the chair. The meetings may be scheduled at such times and places as the University Affairs Council determines. With the understanding of scheduled dates, times, and location of the Council meetings may be conducted either in person or telephonically.

A majority of the University Affairs Council present in person or by teleconference shall constitute a quorum. Meetings of the University Affairs Council shall be conducted in accordance with the appropriate open meeting laws that preside over the Associated Students as a whole. The most current approved edition of Robert's Rules of Order Newly Revised shall govern the conduct of the meetings.

Responsibilities of the University Affairs Council

To successfully carry out its purpose as defined above the University Affairs Council's key responsibilities include:

The University Affairs Council is responsible for identifying qualified student representatives to SFSU Committees from the Academic Senate Standing and Ad Hoc Committee List and other University Committees, or areas of the campus that do not have adequate shared governance. University Affairs will oversee Senate/University committees (Senate committee recommendations; coordination of student perspective on Senate policy matters); Outreach Initiatives (oversee/facilitate community meetings, Town Halls, roundtables, open forums, University policy matters, etc.) University Affairs will make recommendations to the BOD for final approval.

The committee shall, through its chairperson report regularly to the BOD following the meetings of the committee.

Assemblies: Each assembly will have a report back system

Student Organizations Services Assembly:

Chair: UA Vice Chair

To create a space for students and student organizations on campus to work together and discuss how to improve their experience at San Francisco State University. The chair of the committee would then bring those recommendations and discussions back to the UA council in order to maintain communication and transparency. The UA council will develop ways to support each organization, and to increase student engagement, etc. UA will work together with staff as

Business Administration & Finance team in proposing unifying the student organization services while working with AS staff and other campus partners to help enhance and put into practice these efforts.

Social Justice and Equity Assembly:

Chair: Ethnic Studies Rep

Vice Chair: Student at large, elected by Ethnic Studies Rep

The intent would be to create a space for collective discussion of University and local movements in social justice and equity in order to empower students on issues of economical, political, and social importance.

College Assemblies: The intent of each sub-assembly will be to create a space for open dialogue within each college, class, or department in order to voice their opinions and experiences.

Responsibilities:

- Meets with Deans and students of respective college minimum of 1/month
- Recruit members from the respective college with assistance from the Dean
- Will report back to University Affairs Council

Business College Sub Assembly

Chair: Business Rep

Ethnic Studies College Sub Assembly

Chair: Ethnic Studies Rep

Liberal & Creative Arts College Sub Assembly

Chair: Liberal & Creative Arts Rep

Health and Social Science Sub Assembly

Chair: Health and Social Science Rep

Science & Engineering Sub Assembly

Chair: Science and Engineering Rep

Graduate Sub Assembly

Chair: Graduate Rep

College of Education Sub Assembly

Chair: Education Rep

Student Success Graduation Initiative (SSGI) Assembly:

Members: Two (2) Board members and Students at large from each college, appointed by the Dean or the College Representative.

Appointment of one non-student member from the University SSGI committee.

The assembly will assist in creating forums to address Student graduation rates and the barriers surrounding graduating. The assembly will create direct student dialogue to bring back to administration and campus.

Setting: Forum

Duties for SSGI Assembly:

- Outreach to students to get membership on SSGI Assembly over the summer.
- Surveys for students at large
- Consistent reports and communication between University SSGI committee and the Associated Students SSGI Assembly to have better collaboration efforts with student input.

(For recommendation on further information on SSGI, see attachments from SSGI meetings/conferences)

University Committee Assembly:

As one of the Councils of a broader Associated Students Board of Directors, the University Affairs Council is tasked with the recruitment of student membership for all of the Academic Senate Committees that include student representatives, with the purpose of incorporating student perspective/ voice among University and Academic Senate affairs, while also creating better student/ faculty relations. Promoting student membership diversifies dialogue between committees of decision making bodies.

Standing Academic Senate Committees:

(Recruit five students at large/one per committee)

- Academic Policies Committee (APC)
- Curriculum Review & Approval Committee (CRAC) <http://senate.sfsu.edu/content/educational-policies-council-epc>
- Faculty Affairs Committee (FAC)
- Strategic Issues Committee (SIC)
- Student Affairs Committee (SAC)

Responsibilities:

- Attendance: Maximum missing two meetings per semester
- Report back: One page report of meeting agenda items
- Accountability: Meet with UA Chair or Vice Chair at minimum once a semester