



FACULTY SENATE

Student Affairs Committee

Minutes

September 4, 2023

8:30-10:00 a.m.

Microsoft Teams

Present: Thomas Borchert (Faculty Senate President), Terry Delaney (CALs), Krisan Geary (CEMS), Denise Hersey (LIB), Nathan Kokinda (CNHS), Michael McDonald (RSENR), Jennifer Prue (CESS), Kat Scollins* (CAS), Scott Van Keuren (CAS)

Absent: Steve Gove** (GSB), Devika Singh (LCOM), Erin Tsai (LCOM), Pending (GSS), Pending (SGA)

Guests: Jennifer Dickinson

Co-Chair Jennifer Prue called the meeting to order at 8:30 am via Microsoft Teams.

1. **Minutes.** The minutes of the May SAC meeting are approved as written.
2. **Chair Update** – Jennifer Prue and Steve Gove will co-chair the SAC for 2023-2024. Steve has a teaching conflict for the fall semester and will represent the SAC at the Faculty Senate and Executive meetings. The committee has two new members Michael McDonald (RSENR), and Erin Tsai (LCOM). Kat Scollins will cover the fall semester for Matthew Carlson from CAS. The Faculty Senate Office is working with SGA and GSS to find student representation.
3. **Operating Procedures** –

Faculty Senate Student Affairs Committee (SAC) Operating & Voting Procedures

SAC Responsibilities & Membership (Source: Faculty Senate By-Laws)

7.1.5.3 Student Affairs Committee. This committee shall have responsibility for matters relating to student affairs, their effect on the educational process, and the academic climate of the University, including items referred to in Sections 1.1d, 1.2e, 1.2f, 1.4, and 1.5. It shall recommend policy with respect to honors programs, remedial programs, athletics, discipline, health service, placement, housing, student activities, etc. It shall include among its duties in-depth and ongoing review of University admissions and financial aid policies, including their relation to projected enrollments. This committee shall establish policy in matters related to general admissions standards and prerequisites, as referred to in Section 1.1d, and shall review, recommend and participate in formulation of admissions procedures. The committee

shall establish a continuing liaison with student government groups and with all appropriate administrative and academic offices.

7.1.2.1 Elected Members.

- a. Number. Except as described below, standing committees and standing subcommittees shall be composed of at least one member from each of the major academic units (the Colleges of Arts and Sciences, Agriculture and Life Sciences, Education and Social Services, Engineering and Mathematics, and Medicine; the College of Nursing and Health Sciences, Business Administration, and Natural Resources; and the Officers of Extension, and of the Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.
- b. Eligibility. Any eligible faculty member may stand for election by his/her college or school to serve on a standing committee except as otherwise stated in these Bylaws.
- c. Term. Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.
- d. Election. The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than April of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate Standing Committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.
- e. Vacancies. If a standing committee member vacates his/her seat the vacancy shall be filled by a special election within the unit from which s/he was elected. The term of a member under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit from which s/he was elected to take the absent standing committee member's seat for the period of the leave.
- f. Attendance. A standing committee member absent from three committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated his/her seat.
- g. Members of the Senate. A standing committee member may also serve as an Elected Senator. Standing committee members are members of the Senate without vote if not also an Elected Senator.

7.1.3 General Duties of Standing Committees.

- a. They shall recommend policy and changes in policy in their areas of responsibility to the Faculty Senate. They may initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting by the Executive Council.
- b. They shall receive and consider policy proposals in their areas of responsibility from the Faculty Senate, the administration, student bodies, etc., and present their recommendations to the Faculty Senate for action.
- c. They shall consider budgetary implications for policies in their areas of responsibility and make appropriate recommendations to the Faculty Senate and the administration regarding University priorities.
- d. They shall annually review sections of the Officers' Handbook pertaining to their areas of concern and make recommendations for revision.
- e. They shall consult with and provide advice to the administration, student groups, etc., in their areas of responsibility when requested to do so. Policy proposals generated as a result of these consultations shall be presented to the Faculty Senate for consideration and action.
- f. They shall keep records of their activities and present reports at least once a year to the Faculty Senate.
- g. They shall maintain close liaison with appropriate committees and groups established by the individual academic units, the student governing bodies, the Staff Council, and other University constituencies.
- h. They shall meet frequently in order to promptly and responsively discharge their duties to the Senate, the faculty, and the University as a whole.

Committee Procedures

Meetings (Dates, Times, Location)

- The SAC has a standing meeting time scheduled on Thursdays from 8:30 - 10:00 AM. On occasion the length of the meeting time may be extended if required to meet deadlines. Elected members should have a schedule that allows for regular attendance at meetings on Thursday mornings at the designated time.
- Agenda items for each meeting are determined by the Chair/Co-Chair. These agenda items are identified from the following sources:
 - Committee members
 - SGA requests or resolutions.
 - Faculty Senate Leadership (President, Vice President, Executive Council.) requests.
 - Administration requests
- Agenda item priorities are determined by the committee during the May meeting and regularly during the 'Other Business' end of meeting discussion.
- It is the responsibility of the SAC Chair to notify all members of the specific dates, times, and locations of committee meetings.
- Throughout the academic year, the SAC may also spend meeting time discussing general issues of relevance to the work or functioning of the committee.

Materials

Meeting materials will be sent to the committee from the Chair/Co-Chair or the Faculty Senate Office the Friday before each meeting (generally). Members are expected to review meeting materials prior to the meeting. Committee members are also welcome to share materials prior to meetings to inform discussions.

Voting Rights

The Undergraduate and Graduate Student representatives on the Student Affairs Committee have equal voting rights to all other elected members of the Committee.

Definitions of Voting Terms

Yes: A "Yes" vote is a determination by a voting-eligible committee member that an action under review is supported.

No: A "No" vote is a determination by a voting-eligible committee member that an action under review is not supported. In such cases, committee members voting "No" are encouraged to offer reason(s) for the "No" vote to be included in the meeting minutes.

Abstain: An abstention occurs when a voting-eligible committee member, who has the opportunity to vote, makes an active choice to vote neither "Yes" nor "No". As active choice, abstention differs from not voting due to absence. The option to abstain is discouraged, but may be an appropriate option in a small number of circumstances where a voting-eligible faculty member has personal or professional reasons that interfere with making a fair and unbiased determination. It is helpful to specify the reason(s) for an abstention but not expected.

Recusal: A recusal is recorded when a SAC member determines it would be inappropriate for them to vote on the matter at hand. This is entirely self-enforcing.

Absent: If a voting-eligible SAC member is not in attendance at a meeting and does not actively submit a proxy vote (i.e., Yes, No, Abstain) by email to the Chair, the available vote will not be recorded in the vote tally.

- When the review process is completed each semester, the votes and corresponding narrative will be submitted to the Office of the Provost.

A motion is to pass the Student Affairs Committee if the majority of the quorum in attendance supports the measure.

Units Selecting Members to Join the SAC

- When a vacancy occurs within in unit for an opening on the SAC, the Faculty Senate Office notifies the unit, which then holds an election for a faculty member to represent them on SAC.

Continuous Improvement & Reporting

- Throughout the year the SAC Chair / Co-Chair will maintain a log of issues and ideas pertaining to: future agenda items, operational process improvements, conduct of meeting practice and so on.
- At the end of the spring semester, the SAC Chair / Co-Chair will prepare a summary report to be submitted to the Faculty Senate and the Office of the Provost describing the work of the committee during the academic terms and key issues and ideas related to ongoing improvement.
- At least once annually, before May 15th of each academic term the SAC should review its operating procedures, propose specific changes if needed, and submit to the Senate Executive Council for review and approval.

4. 2023 /2024 SAC Topics

- Out of class expectations
- Enrollment Management is scheduled for the October agenda.
 - Transfer student retention
- Students Rights and Responsibilities
- Catamount Core, Kat Scollins will be chairing the CCCC in the Spring when Pablo Bose is on sabbatical.
- Brightspace
- Student Housing
- External review of Residential Life update.
- Graduate Education, Faculty Senate office is working on getting a representative from the GSS. Invite the new Dean of the Graduate College to a meeting.
- Syllabi, out of class expectations, AI, CTL template information, and topic specific templates.
- AI, Thomas is on the Ad Hoc committee and extended an invitation for any interested SAC members to join, reach out to Thomas if interested.
- Recorder Retention Policies to review.
- Out of pocket costs for students, articles, not used textbooks and open education discussions. How do we get the information out to the students.

Jenny will organize the list of topics that were discussed at this meeting and send them out to the committee.

5. Old / New Business. – There was no old / new business at this meeting.

*Semester replacement for Matthew Carlson.

**Teaching conflict

The SAC was adjourned at 9:50a.m. The next meeting of the SAC will be on October 5, 2023, at 8:30am on Microsoft Teams.