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 prior to the policy’s final approval.
- Concerns deemed appropriate are researched and discussed in a timely manner until the Committee feels ready to make a formal recommendation to the Dean of Student Services.
- 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 (I) faculty member each from Tech I and Tech 2. Staggered two-year terms.
  One (I) faculty member from Academic Support. Two-year term
- One (I) 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

• Disability Specialist

• Off Campus Programs (SOCAD)

• Native Hawaiian Programs

• 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 9/2012