

Student Affairs Committee Charter

1. Overall Purpose and Objectives:

The Student Affairs Committee (“Committee”) is a committee of the University of West Florida Board of Trustees (“Board”) whose members are appointed by the Chairperson of the Board. The general purpose of the Committee is to provide policy guidance to promote a safe and healthy environment that encourages academic success and ensures students have a quality of campus life.

2. Authority:

The Board authorizes the Committee to:

- 2.1 Keep the university mission as its guide and understand the impact of each unit on student learning
- 2.2 Ensure student interest is considered in board policy decisions
- 2.3 Ensure adequate funding for a comprehensive academic engagement and student affairs program
- 2.4 Ensure board policies keep pace with changing student needs
- 2.5 Promote the campus as a community.
- 2.6 In carrying out these responsibilities, the committee will use the following principles to review data as appropriate to:
 - 2.6.1 Align with the mission, vision and values of UWF
 - 2.6.2 Promote the campus as a spirited community of learners
 - 2.6.3 Promote an open and honest community where freedom of expression is uncompromised
 - 2.6.4 Promote a just community where equality of opportunity and dignity are forefront
 - 2.6.5 Promote a disciplined community where individuals accept their obligations to the group

- 2.6.6 Promote a caring community where the holistic well-being of the community is considered
- 2.6.7 Promote a celebratory community where tradition and change are honored
- 2.6.8 Ensure resource allocations support academic priorities
- 2.6.9 Monitor the University's strategies in admissions, retention, diversity and inclusion and development
- 2.6.10 Assess the quality and value of UWF's academic engagement and student affairs programming
- 2.6.11 Ensure Academic Key Performance Indicators are appropriately set and met
- 2.6.12 Take responsibility for serving as diligent and knowledgeable members regarding student affairs

3. Organization Membership:

- 3.1 The Chair of the Board will appoint the chair and members of the Committee.
- 3.2 The Committee will be comprised of at least three (3) members, including the president of Student Government, all of whom are voting Trustees of the University.
- 3.3 The Chair of the Board will serve as an ex officio voting member of the Committee.
- 3.4 A majority of the Committee members, if not all, shall possess general knowledge about university student affairs programming at the governance level.
- 3.5 Members will serve on the Committee until their departure, resignation, a new student government president begins their term, or replacement by the Chair of the Board.
- 3.6 The liaison to the UWF BOT Executive Committee is the chair of the Student Affairs Committee.
- 3.7 The Vice President for Academic Engagement and Student Affairs will serve as staff and primary liaison to the Committee.

4. Meetings

- 4.1 A simple majority of the members of the Committee will constitute a quorum for the transaction of business.

- 4.2 The Committee shall meet at least four (4) times annually. Additional meetings may be held as the circumstances dictate. The meetings will be open to the public. The committee will invite members of the administration, faculty, or others to attend meetings and provide pertinent information.
- 4.3 The Committee shall maintain written minutes of its meetings, and for the Committee Chair to approve each meeting's agenda.
- 4.4 The Vice President of Academic Engagement and Student Affairs will regularly meet and correspond with the Chair of the Committee and in consultation with the Chair of the Committee, prepare the agenda for meetings of the Committee. Said Vice President of Academic Engagement and Student Affairs will further advise and keep informed, as needed, both the President and the Chair of the Board on a regular basis regarding matters brought before and actions taken by the Committee.
- 4.5 The Committee shall provide regular updates of Committee activities to the Board for matters within the Committee's area of responsibility.
- 4.6 The Committee may request special presentations or reports that may enhance members' understanding of their responsibilities.
- 4.7 It is the intent of the Committee for matters within its purview to come before the Committee as early as possible so that the Committee can issue its recommendations and exercise its oversight at the beginning of any particular project or matter.

5. Roles and Responsibilities:

- 5.1 The Student Affairs Committee shall be responsible for reviewing and recommending to the Board policies affecting the overall student affairs of the University. The committee shall bring action items and make reports to the Board as it deems necessary.
- 5.2 The committee's policies and procedures will remain flexible to best react to changing conditions and provide reasonable assurances to the Board that the student affairs policies are appropriate and in compliance with state and federal laws, regulations and requirements.
- 5.3 The Committee shall review and consider all academic engagement and student affairs issues and programs and make recommendations to the Board on these and all matters referred to it.
- 5.4 Some of the primary areas of concern might include, safety, welfare, disabled student services, maintenance of student records, technology enhanced learning, student information systems, alcohol and substance abuse programs, academic partnership programming, career placement, housing, living-learning environments, retention, quality of student life facilities and programs, services for non-traditional students, and meeting the needs of an ever changing diverse student body.

5.5 Specific Responsibilities of the Committee include:

- 5.5.1 Conducting or authorizing investigations into matters within the Committee's scope of responsibilities. The Committee shall be empowered to retain independent counsel or others to assist it in the conduct of any investigation.
- 5.5.2 Regularly update the Board about Committee activities and make appropriate recommendations.
- 5.5.3 Bringing to the attention of the Board any matters concerning the University's academic engagement and student affairs programs or students on which it requires guidance or direction from the Board or that may significantly impact academic engagement, student affairs or the legal liability of the University.
- 5.5.4 Considering and advising on any matter referred to it by the Board, the University President, or the Vice President for Academic Engagement and Student Affairs.
- 5.5.5 Performing other governance oversight as assigned by the Board.

6. Charter Review:

- 6.1 Adopting a formal written charter that is approved by the full UWF Board of Trustees. The charter shall specify the scope of responsibility, process, membership, etc. The charter will be reviewed as necessary but at least every two years, beginning two years from the adoption date and discuss any required changes to the Board.
- 6.2 Ensure that the charter is approved or reapproved by the Board after each update.

References: Portions of this charter have been reprinted with permission, Goodale, Thomas, G. *The Student Affairs Committee. Association of Governing Boards of Universities and Colleges.* (1997).

History: originally an integral part of the former BOT Academic and Student Affairs Committee, 12/09/05; realigned as a stand alone committee and adopted, 03/08/12; substantive revisions adopted March 18, 2021.