UWF BOT Student Affairs Committee Charter

Purpose:
On behalf of the University of West Florida Board of Trustees the Student Affairs Committee is responsible for providing policy guidance to promote a safe and healthy environment that encourages academic success and ensures students have a quality of campus life.

Primary Governance Role:
- Keep the university mission as its guide and understand the impact of each unit on student learning
- Ensuring student interest is considered in board policy decisions
- Ensuring adequate funding for a comprehensive student affairs program
- Ensures board policies keep pace with changing student needs
- Promote the campus as a community.

In carrying out these responsibilities, the following principles will be used with regular reviews of data as appropriate:

- Alignment with the values of UWF
- Promoting the campus as a purposeful community with “active learners”
- Promoting an open and honest community where freedom of expression is uncompromised
- Promoting a just community where equality of opportunity and dignity are forefront
- Promoting a disciplined community where individuals accept their obligations to the group
- Promoting a caring community where the holistic well-being of the community is considered
- Promoting a celebratory community where tradition and change are honored
- Ensuring resource allocations support academic priorities
- Monitoring the University’s strategies in enrollment management, retention, student diversity and development.
- Monitoring the university’s student learning outcomes assessment program to demonstrate the effectiveness of the UWF educational experience
- Data showing the quality and value of UWF’s student affairs programming
- Ensuring Academic Key Performance Indicators are appropriately set and met
- Taking responsibility for serving as diligent and knowledgeable members regarding student affairs

Composition:
The committee will be comprised of three trustees, including the student trustee. The trustees should endeavor to be knowledgeable about university student affairs programming at the governance level. The liaison to the UWF BOT Executive Committee is the chair of the Student Affairs Committee.
The Vice President for Student Affairs will serve as staff and primary liaison to the Committee.

Meetings:
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.

Exemption from Public Meetings:
The Academic Affairs Committee and Board of Trustees meetings are confidential and exempt from the public when these meetings address areas that are of a sensitive nature concerning individuals or on-going investigations pursuant to Sections119.07 (3)(w); 119.07 (3)(y); 112.3187 and 112.3188, and 286.0111, Florida Statutes.

Duties
- 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.

- 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.

- The Committee shall review and consider all student affairs issues and programs and make recommendations to the Board on these and all matters referred to it.

- 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.

Specific Responsibilities of the Committee include:

- 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.

- Maintaining minutes and records of the meetings and activities.
• 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.

• Reporting Committee actions to the Board with such recommendations the Committee may deem appropriate.

• Bringing to the attention of the Board any matters concerning the University’s student affairs programs or students on which it requires guidance or direction from the Board.

• Considering and advising on any matter referred to it by the Board, the University President, or the Vice President for Student Affairs.

• Performing other governance oversight as assigned by the Board.

References: