

# Student Affairs and Campus Life Committee Structure 2011-2012

## **Assessment Committee**

### **Description:**

The purpose of the Assessment Committee is to coordinate training, provide direction, and serve as a resource for Division-wide and departmental assessments efforts. The Assessment Committee will work in consultation with the Office of the Vice President for Student Affairs and Campus Life. Focus will be on outcome assessment and assessment of student out-of-classroom learning, with particular attention to Divisional and departmental contributions to the College mission, the mission of the Division, as well as the missions of individual departments.

### **Membership**

- At least two Student Affairs and Campus Life Directors
- Representatives from various SA/CL Departments

Chair to be determined by the Office of the Vice President for Student Affairs and Campus Life

**\*Open to all Student Affairs and Campus Life Staff**

## **Campus Life Committee** (All-College Standing Committee)

### **Description:**

This committee is responsible for promoting the interrelation of the academic and social aspects of life on campus, assessing the quality of life on campus for the members of the community, including students, staff, and faculty, and sharing information and providing a forum for issues and concerns related to campus life. The committee also makes policy recommendations to the Vice President for Student Affairs and Campus Life or other appropriate persons regarding campus life issues.

In addition, the committee constitutes the College Hearing Panel to accommodate the Family Education Rights and Privacy Act and the college policy regarding that act. The College Hearing Panel shall be comprised of the Vice President for Student Affairs and Campus Life (ex officio), 2 students, 2 faculty members, and 1 administrator, together with 5 alternates who reflect the previous constituencies. One of the faculty members, one of the students and the administrator shall be members of the Campus Life Committee. The remaining members of the Hearing Panel are not to be members of the Campus Life Committee.

This committee also serves as the College's Advisory Committee on Campus Security as required by New York State law. According to the law, the committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review the current policies and procedures (1) for educating the campus community about sexual assault, (2) for educating the campus community about personal safety and crime prevention, (3) for reporting sexual assaults and dealing with victims during investigations, (4) for referring complaints to appropriate authorities, (5) for counseling victims, and (6) for responding to inquiries from concerned persons. The committee shall report its findings and recommendations each academic year.

This committee reports to the Vice President for Student Affairs and Campus Life. The committee elects its own chairperson. The group meets regularly throughout the year and issues minutes and agenda of each meeting to the Faculty Council, Staff Council, Student Government, and the Residence Hall Association.

### **Membership - Campus Life Committee (Continued):**

- Vice President for Student Affairs and Campus Life (ex officio, non-voting)
- Two faculty members (both selected by Faculty Council, one preferably on Faculty Council at time of selection)
- Two staff members (one Staff Council member elected by Staff Council and preferably on Staff Council at time of election, one staff member elected by staff at large)
- Two Directors selected by the Vice President for Student Affairs and Campus Life in consultation with the previous year's committee.

- One member of the executive board of Student Government Association whose interests and responsibilities lie in the area of campus affairs, selected by Student Government Association executive board.
- One representative from Resident Assistant staff (selected by the Director of the Offices of Residential Life and Judicial Affairs upon consultation with the Vice President for Student Affairs and Campus Life)
- Three on-campus students (one Student Government Association member, one Residence Hall Association executive board member, one student at large, all selected by the Student Government Association)
- One off-campus student (selected by Student Government Association)

**\*The Committee shall elect its own chairperson.**

### **Terms of Office**

Faculty and staff terms are for two years (to be staggered initially by lot). All other terms are for one year with eligibility for reappointment.

## **Campus Life Awards Committee**

### **Description:**

This committee is responsible for selecting a maximum of ten graduating Ithaca College Seniors to receive the Campus Life Award to recognize them for their involvement in and commitment to campus life. The committee also plans and sponsors the Campus Life Award Reception for recipients and their families/guests during Senior Week just prior to graduation each May.

The majority of the committee's work occurs between January and May. The committee meets as needed during this time period. The committee reports to the Vice President for Student Affairs and Campus Life. The Associate Vice President for Student Affairs and Campus Life appoints the chairperson.

### **Membership:**

The committee consists of one representative from six different Student Affairs departments. The department representatives, can change from year to year although continuity is encouraged. Representatives should have significant student contact.

- One Residential Life staff member
- One Conference and Event Services staff member
- One Student Leadership and Involvement staff member
- One Career Services staff member
- One Division of Intercollegiate Athletics staff member
- One Multicultural Affairs staff member
- Additional Representatives as appropriate

## **Diversity Awareness Committee**

### **Description:**

The mission of the Diversity Awareness Committee is to provide educational programs, training sessions, and experiential activities on issues of diversity relevant to our campus community and in our society. The Committee strives through these events to bring positive change to attitudes, values, and behavior. The Committee also explores issues of advocacy and leadership in enhancing the expansion of diversity.

### **Membership – Diversity Awareness Committee (Continued):**

The membership is open to all students, staff, and faculty with a commitment to developing an awareness and a willingness to act to bring about positive impact and change on issues reflecting racial, ethnic, ability, religious, sexual orientation, class, and gender related differences.

Members are expected to attend monthly meetings and regularly serve on subcommittees devoted to programming and allocation of funds for events that further the mission of the Diversity Awareness Committee.

**\*Open to all Student Affairs and Campus Life Staff**

## **Parking Appeals Board** (All-College Standing Committee)

### **Description:**

This committee is responsible for reviewing all parking appeals. The Parking Appeals Board is responsible for interpretation of the rules but does not generate rules and regulations. The committee meets once each week to review appeals and to submit its decisions to the Office of Public Safety which will notify the individual appellant of the Board's decision in writing.

All decisions are final and confidential.

This committee reports to the Associate Vice President for Student Affairs and Campus Life while issuing minutes and agenda of each meeting to all College Councils and Student Government Association.

The Office of Public Safety staff member performs the duties as secretary and is not a voting member. The director of Public Safety will keep informed of the activities of this committee. Each member serves a one year term but can be reappointed to successive terms. The committee elects its own chairperson.

### **Membership:**

- One faculty member designated by the Faculty Council
- One student member designated by the Student Government Association
- One staff member designated by the Staff Council
- One administrator designated by the Associate Vice President for Student Affairs & Campus Life
- One staff member from the Office of Public Safety
- One staff member from the Office of Residential Life

**Note:** The Parking Policy Committee shall be represented at all Parking Appeals Board meetings by a non-voting member.

## **Parking Policy Committee** (All-College Standing Committee)

### **Description:**

This Committee is responsible for recommending policy relative to the regulation of vehicular operation on campus including, but not restricted to, parking, speed regulations, and registration. The Parking Policy Committee shall designate a representative to attend all Parking Appeals Board meetings as a non-voting member. Counseling Public Safety in its enforcement of parking regulations.

The committee reports to the Vice President for Student Affairs and Campus Life as appropriate while issuing minutes and agenda to College Councils, Student Government Association and the Student Affairs and Campus Life directors.

The committee meets on a regular basis during the academic year. The committee also reviews and decides on all proposals for changes to the current parking policies. The Director of Public Safety works closely with this committee to recommend changes and clarify policy. The Director of Public Safety will keep informed of the activities of this committee. The chairperson is appointed by the Vice President for Student Affairs and Campus Life.

### **Membership:**

- One faculty member designated by the Faculty Council
- Two students designated by Student Government Association
- One administrator designated by the Associate Vice President for Student Affairs and Campus Life
- One administrator from Office of Public Safety (ex-officio)
- One staff member designated by Staff Council
- One staff member from Office of Public Safety (ex-officio)

**All members serve two-year terms.**

## **Safety Awareness Committee**

### **Description:**

This committee is responsible for planning publicity efforts and activities related to safety awareness during the academic year. Programming is aimed at all segments of the Ithaca College community including students, faculty and staff. With the national emphasis and concern on Public Safety and security, the work of this committee is essential to promoting a safe environment on campus.

The committee reports to the Director of Public Safety. The chairperson is appointed by the Associate Vice President for Student Affairs and Campus Life.

**Membership:**

**Membership is open to staff, faculty, and students. However, representation from the following areas is always encouraged:**

- Faculty Representatives
- Staff Representatives
- Residential Life Representatives (professional and student staff)
- SASP Members
- RHA Representatives
- Student Government Representatives
- EH&S Members

## **Solicitation Committee**

**Description:**

This committee is responsible for discussing issues and making decisions related to solicitation, advertising, and canvassing on the Ithaca College Campus. The group develops and revises policies and makes recommendations to the Vice President for Student Affairs and Campus Life. It also reviews solicitation permit appeals from both on-campus and off-campus individuals and groups. The committee advertises relevant policies in these areas and alerts the campus to changes in these policies as they occur.

The committee reports to the Associate Vice President for Student Affairs and Campus Life. The Director of Campus Life Services or designee serves as Chairperson. The group meets on an as needed basis throughout the year as designated by the Director of the Campus Life Services or designee.

**Membership:**

- Director of the Campus Life Services or designee
- Assistant Director of Residential Life for Operations, or designee
- Assistant Director, Campus Center and Event Services or designee
- One Student Representative from Student Government.

## **Staff Development Committee**

**Description:**

This committee is responsible for planning and implementing programs and activities which build unity and familiarity among the members of the Student Affairs and Campus Life Division, assisting in the setting of direction for the Division, and meeting the common professional development needs of the membership. Both educational as well as social programs are sponsored. Because the focus of the committee is on the Divisional level, each department is responsible for addressing the particular professional development needs of its own staff. The committee will sponsor programs for support staff as well as professional staff. The committee assesses the needs of the Division on an on-going basis and solicits and investigates resources to assist in the planning and sponsorship of programs.

The committee is chaired by the Coordinator of Special Services and Programs, Office of the Vice President for Student Affairs and Campus Life. The committee reports to the Vice President for Student Affairs and Campus Life. It meets on a regular basis throughout the year as decided by the committee.

**Membership:**

The committee is open to all Student Affairs and Campus Life staff. Committee membership is typically between seven to nine staff members and represents the diversity within the Division. At least two Directors should serve as representatives on the committee. Members having skills and background in program development would be beneficial.