



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Campus Life

Procedure Number: CL-p008.01

Effective Date: June 16, 2020

DSA Working Procedure on the Recruitment and Appointment of Student Representatives for University Committees

Intent:

To provide a process for the recruitment and appointment of student representatives on University committees.

Background:

Prior to the 2014-15 Academic Year (AY), the recruitment and appointment of student representatives to University committees was handled by the Office of the President (OP) and the Student Government President (SGP) (via Associated Students Incorporated (ASI)). During the 2014-15 AY, management of all committees was delegated to the various divisions across campus. With the Division of Student Affairs (DSA) solely responsible for the recruitment of student representatives on University committees, the need to create a consistent process emerged. This procedure serves to provide clarity to the DSA, as well as the divisions across campus who require student representation on their respective committees, regarding how student representatives may be recruited and appointed to University committees.

Accountability:

The DSA, as well as any other division requesting student representation on a University committee.

Applicability:

All University employees

Definition(s):

University Committee: For the purposes of this procedure, a “University committee” is a committee, board or taskforce, which has been recognized by the respective division’s Vice President as requiring a formal student representative appointment.

Committee Management Lead (CML): The CML is the DSA Staff member designated by the Vice President of Student Affairs (VPSA) to provide oversight, guidance, and management of the Student Representative appointments to University committees.

Student Eligibility: In order to serve on a University Committee, a student must be enrolled and be on good judicial and academic standing (2.0 cumulative GPA). Judicial standing is established by the Student Conduct office (studentconduct@csuci.edu). Preference is given to undergraduate students who have completed 12 units and graduate students who have completed 6 units at the University.

Attachment(s):

- A. Dolphin Email Template
- B. *Student Interest Form*
- C. Divisional Requests for Student Representation on University Committees
- D. *Committee Master Tracking Sheet*
- E. DSA Committee Appointment Email Template
- F. Suggested Appointment to other Divisions Email Template
- G. Suggested Presidential Appointment Email Template
- H. *Presidential Appointment Letter Template*
- I. Presidential Appointment Email Template
- J. Future Interest Tracking Sheet
- K. Academic or Judicial Ineligibility Notification Template
- L. No Appointment Available Notification Template

Procedure:

The OP has delegated the responsibility of securing student representatives to serve on University committees to the DSA.

Advertisement & Marketing:

The opportunity to serve as a student representative for a University committee is advertised through a variety of mediums; including, but not limited to: Dolphin Email (please see Attachment A), flyers, posters, tabletops, digital advertisements on campus televisions, the [Student Service on University Committees website](#), various staff distribution lists, and tabling at campus events such as Island View Orientation, the Student Clubs/Orgs Fair, Social Media etc.

The CML (under the supervision of the Dean of Students) will ensure the creation of new marketing materials to promote this opportunity to students on an as-needed basis. The largest promotional push takes place in - early Fall as most appointments start at the beginning of the AY. Additional marketing pushes occur throughout the AY, as needed, depending on the ongoing committee vacancies that exist. The CML is responsible for the coordination of marketing distributions.

At a minimum, marketing materials should include the committee website address (go.csuci.edu/committees).

The CML is responsible for maintaining the [Student Service on University Committees website](#). The Website contains information regarding the process for student application and request for student representation, as well as a list of active University committees (including a brief description, meeting details and special requirements).

Divisional Requests for Student Representation:

As need for student representation arise for committees, Committee Coordinators complete a *Divisional Requests for Student Representation on University Committees* form (please see Attachment C) to notify the DSA. Prior to the beginning of each AY, the CML also reaches out to all committees to gauge their needs.

These forms provide the necessary framework to ensure that routine updates are being made to the student recruitment process and the *Committee Master Tracking Sheet* (please see Attachment D; also explained in greater detail below) and that accurate information is being shared with potential student representatives.

If changes occur to the committee structure throughout the year, the committee contact should notify the CML directly to ensure that the necessary changes are reflected on the *Committee Master Tracking Sheet* (please see Attachment D) and appropriate appointments are made.

Student Application/Interest:

A [Student Interest Form](#), is available year-round to allow for student recruitment. The CML is responsible for maintaining the [Student Interest Form](#) and ensuring that it is accessible and properly advertised through the various marketing materials. Student express their interest to serve on committee by completing the form.

Students may also be recommended for service by faculty and staff or other students. In these instances, students are directed to complete the [Student Interest Form](#) to ensure a thorough vetting process occurs.

Appointment Suggestions and Notifications:

The CML is responsible for reviewing all [Student Interest Form](#) submissions and any communication necessary to confirm student interest and/or availability. Prior to making appointment suggestions, the CML is responsible for conducting Academic eligibility checks. The CML is also responsible for working with the Student Conduct office (studentconduct@csuci.edu) to ensure Judicial eligibility. Should a student be ineligible for committee service due to Academic or Judicial reasons, the VPSA may be notified; however, the SGP will not be made aware. In these instances of Academic or Judicial ineligibility, the CML notifies the student of their ineligibility (please see Attachment K).

Should the interested student(s) be eligible both academically and judicially, the CML is responsible for ensuring that suggestions are vetted by the VPSA¹ and/or President (as needed²) prior to submission to the appropriate committee contact.

For Non-DSA Committees:

The CML emails the recommendation on behalf of the VPSA to the committee contact (as indicated on the *Divisional Requests for Student Representation on University Committees Form* – Attachment C). Please see Attachment F for email template).

For DSA Committees:

Once the CML has received approval of the suggested appointment from the VPSA, the CML drafts an appointment letter to be sent via email under the VPSA's signature directly to the student, with a cc to the committee chair and committee contact (as indicated on the *Divisional Requests for Student Representation on University Committees Form* – Attachment C) as well as a bcc to the VPSA and their support staff, and Student Government President (SGP) or designee (please see Attachment E).

For all committees, the CML is responsible for updating appointment and term information in the *Committee Master Tracking Sheet* (please see Attachment D).

For Appointments that require Presidential Appointment (e.g. the Student Fee Advisory Committee):

The CML drafts an email to be sent to the OP providing a suggestion on behalf of the VPSA for the student representative to the appropriate committee(s) (please see Attachment G); with this suggestion, the CML is responsible for providing the information necessary to prepare the *Presidential Appointment Letter* (please see Attachment H). Once approval has been granted by the President, the letter will be mailed from the OP. The CML is responsible for emailing a copy of the appointment letter (please see Attachment I) to the student, with a cc to the VPSA, SGP/designee, committee chair and committee contact, if applicable.

As needed, the CML is responsible for providing an update to the SGP (with a cc to the ASI Assistant Director and the ASI Student Programs Coordinator) and the VPSA (with a cc to their support staff), which includes any suggestions or appointments which have recently occurred.

¹ Suggestions are emailed to VPSA for vetting/approval

² See below for detailed instructions for presidential appointments

Tracking Future Interest:

Despite eligibility and apparent interest, there are cases where students are unable to serve for a variety of reasons (e.g. availability, course load, etc.). In these instances, the CML will maintain the *Future Interest Tracking Sheet* (please see Attachment J), so that the students may be re-asked at a future date. There also may be instances when no appointments are available; in these situations, students will be notified (please see Attachment L); and their interest will also be noted on the Future Interest Tracking Sheet (Attachment J). It is the CML's responsibility to routinely monitor the *Future Interest Tracking Sheet* to ensure that students are being asked of their continued interest when they appear to become available and make the appropriate appointment suggestions.

Each semester, The CML is also responsible to creating a copy of the *Future Interest Tracking Sheet* and *Master Tracking Sheet* for historical records.

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