



Elections, Representation, & Governance Committee

Student Affairs Committee Recent Work | February 2017

2016-2017

- Provided the student perspective on and experiences with the Honor Pledge for **Clarification and Codification on Declining Honor Pledge** (Senate Document #16-16-31), charged to the Educational Affairs Committee (EAC).
- Will review and provide the student perspective on proposed revisions to **Code of Student Conduct Revision** (Senate Document #16-17-08), charged to the Student Conduct Committee (SCC).
- Will review and provide the student perspective on a campus social media policy (charge to the EAC pending).

2015-2016

- Reviewed and provided the student perspective on an additional aspect of **Proposed Policy on Excused Absence** (Senate Document #14-15-21), charged jointly to the SAC and Academic Procedures and Standards (APAS) Committee (it was first reviewed by the SAC the previous academic year).
- Reviewed and provided the student perspective on **Revision of the University of Maryland Undergraduate Student Grievance Procedure** (Senate Document #14-15-22), charged to the EAC.
- Provided feedback on a proposed syllabi repository being considered by the Associate Provost of Learning Initiatives and Executive Director of the Teaching & Learning Transformation Center.

2014-2015

- Reviewed current University and peer institution procedures for designating a preferred name for use on University documents, rosters, etc. for **Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases** (Senate Document #14-15-03), charged primarily to the Equity, Diversity, & Inclusion (EDI) Committee, with a sub-charge to the SAC.
- Reviewed and provided the student perspective on **Proposed Policy on Excused Absence** (Senate Document #14-15-21), charged jointly to the SAC and APAS.

2013-2014

- Submitted names of students to serve on the Plan of Organization Review Committee being formed by the Senate Executive Committee.
- The committee considered current information sharing resources utilized by the University and decided there was no need for additional methods at this time.
- The committee discussed classroom safety and the importance of adding door locks to facilitate sheltering in place if necessary.

2012-2013

- The committee reviewed and made recommendations on **Proposal to Change the Committee on the Review of Student Fees (CRSF) Operating Procedure** (Senate Document #11-12-12), charged to the SAC (the committee began work on the charge in the 2011-2012 academic year).
- The committee reviewed and provided feedback on the **Code of Student Conduct Expansion of Jurisdiction** (Senate Document #12-13-26), charged to the SCC.
- The committee discussed ways to improve student participation with and awareness of the Senate, and forwarded their recommendations to the Senate Office.

2011-2012

- The committee began its review of a **Proposal to Change the Committee on the Review of Student Fees (CRSF) Operating Procedure** (Senate Document #11-12-12), charged to the SAC.
- The committee reviewed the EDI Committee's recommendations associated with **Request to Review Domestic Partner Benefits** (Senate Document #10-11-34), charged to the EDI committee.

Appendix 2: Student Affairs Committee Attendance, 2011-2017

Student Affairs Committee	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
Membership	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	3 Faculty 2 Staff 10 Undergrads 4 Grads 7 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	2 Faculty 2 Staff 8 Undergrads* 4 Grads* 4 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	2 Faculty 2 Staff 8 Undergrads* 4 Grads* 4 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio
Quorum	12	12	12	12	11	11	
Number of meetings	8	6	5	8	5	4	
# of Meetings w/o Quorum	2	1	1	1	4	3	
Faculty							
Total Attendance	7	10	7	11	7	3	
Total Opportunities	24	18	15	24	10	8	
Percentage in Attendance	29%	56%	47%	46%	70%	38%	
Staff							
Total Attendance	8	5	5	10	5	5	
Total Opportunities	16	12	15	16	10	8	
Percentage in Attendance	50%	42%	33%	63%	50%	63%	
Graduate Students							
Total Attendance	11	15	5	11	7	4	
Total Opportunities	32	24	20	32	15	8	
Percentage in Attendance	34%	63%	25%	34%	47%	50%	
Undergraduate Students							
Total Attendance	22	31	16	21	9	9	
Total Opportunities	80	60	50	80	35	16	
Percentage in Attendance	28%	52%	32%	26%	26%	56%	
Total Ex-Officios							
Total Attendance	52	36	24	37	14	16	
Total Opportunities	72	54	45	72	30	24	
Percentage in Attendance	72%	67%	53%	51%	47%	67%	
SGA Ex-Officios							
Total Attendance	7	4	5	1	3	0	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	88%	67%	100%	13%	60%	0%	
GSG Ex-Officios							
Total Attendance	6	4	3	0	0	1	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	75%	67%	60%	0%	0%	25%	
University Relations Ex-Officios							
Total Attendance	5	3	1	7	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	63%	50%	20%	88%	n/a	n/a	
VP Student Affairs Ex-Officios (2)							
Total Attendance	13	10	7	12	6	8	
Total Opportunities	16	12	10	16	10	8	
Percentage in Attendance	81%	83%	70%	75%	60%	100%	
Grad School Ex-Officios							
Total Attendance	5	5	0	0	2	4	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	63%	83%	0%	0%	40%	100%	
VPAF Ex-Officios							
Total Attendance	4	2	3	6	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	50%	33%	60%	75%	n/a	n/a	
Resident Life Ex-Officios							
Total Attendance	8	6	5	8	5	3	
Total Opportunities	8	6	5	8	5	4	
Percentage in Attendance	100%	100%	100%	100%	100%	75%	
Provost Ex-Officios							
Total Attendance	4	2	0	3	n/a	n/a	
Total Opportunities	8	6	5	8	n/a	n/a	
Percentage in Attendance	50%	33%	0%	38%	n/a	n/a	

*There was a graduate student and an undergraduate student vacancy for the 2015-2016 year which lowers the number of opportunities for graduate and undergraduate students by 5 each.

Appendix 3: Senate Office Memo on Committee Size



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MEMORANDUM

TO: Plan of Organization Review Committee

FROM: The Senate Office

SUBJECT: Consideration of Senate Committee Size

The Senate Office has concerns about the overall size of some of the Senate committees. The Elections, Representation, and Governance (ERG) Committee may be charged with considering Senate committee membership changes on an ad hoc basis as representation issues arise. While the ERG Committee does an excellent job of addressing specific issues, we believe that the Plan of Organization Review Committee should conduct a holistic review of all Senate committee memberships. Specifically, the total membership of large committees should be reconsidered because our experience shows that they historically have scheduling and participation issues. If you look at the overall committee sizes, there are a few committees that have between 23 and 31 members, which has proven to be difficult to manage for the following reasons:

1. Large committees are hard to schedule. It is easier to get a consistent and larger majority with a somewhat smaller committee size.
2. Committee members on large committees are more apt to not show up to meetings because they may feel like there are enough members to make up for their absence.
3. Committee members on large committees do not have as many opportunities to speak in committee meetings and as a result may feel less engaged in the committee's work.
4. Large committees have a difficult time coming to consensus on issues because there are so many voices in the discussion.

A spreadsheet of the attendance/participation in all of our committees over the last two years is included for your reference. We believe that the ideal committee size is somewhere in the range of 18-21 members. There are four committees that are larger than that with 23, 27, 29, and 31 members. We think that lowering the overall size of these committees could be beneficial. There are opportunities for the Equity, Diversity, and Inclusion (EDI) Committee, the Staff Affairs Committee, the Student Affairs Committee, and the Educational Affairs Committee to be downsized. We believe that slightly downsizing these committees will not drastically affect representation but will allow the committees to be more effective. We propose the following changes that we hope can be discussed when reviewing the committee memberships in the Bylaws:

EDI: Currently this committee has 23 members. We propose removing 2 undergrads and potentially 1 staff and 1 faculty member bringing the total to 19. The undergrads are

historically at the lower attendance rates and this change would align this committee with student representation on other committees like Campus Affairs and ERG, which have 2 graduate students and 2 undergraduates.

Staff Affairs: Currently this committee has 31 members. We already removed 2 staff seats because of the new Senate categories, switched the alternate members of CUSS to be non-voting ex-officios, and removed the University Relations Ex-Officio, so that makes the new total 25. We propose also removing 2 faculty from the committee to align with representation on Faculty Affairs, which only has 1 staff member; we also propose removing 1 student from the committee, leaving 1 student seat (students and faculty typically tend to have less interest in this committee in terms of volunteer rates). That brings the total down to 22, which is closer to our ideal window. This would allow the main constituent groups on the Faculty Affairs and Staff Affairs Committees to be better aligned.

Student Affairs: Currently this committee has 29 members. We already agreed to remove the University Relations Ex-Officio so our new total is 28. We propose that we reduce the undergrads from 10 to 8 for a total of 12 student members, which is still two more than Faculty Affairs and Staff Affairs have in their main constituency representation. We also propose reducing the faculty from 3 to 2, removing the ex-officio rep for the Provost (because they already have a Grad School rep that could help with graduate life issues, and since academic issues are not typically handled in this committee and would go to APAS, PCC, or Ed Affairs, which all have a Provost's rep already), and removing the Administration and Finance ex-officio rep because they are already represented on the Campus Affairs Committee. That brings our total to 23, which is closer to our ideal window without drastically cutting the committee size or reducing representation.

In addition, we propose that PORC consider revisions involving the General Education Committee and the Educational Affairs Committee. The General Education Committee was developed in place of the CORE Committee when the new General Education Program was developed. While the committee serves an important role by providing oversight, the committee has not had much else to do since the implementation of the program, and it cancels the large majority of its meetings. The Educational Affairs and Academic Procedures and Standards Committees are charged to consider other academic issues so there is not much for the Gen Ed Committee to do. One option is to fold the Gen Ed oversight responsibility into the Educational Affairs Committee's charge. If PORC decides to merge Ed Affairs and Gen Ed, our proposal for membership would bring that committee to 28 total members, which is much larger than we would like. Our only suggestion is to remove the Dean for Undergraduate Studies from the membership because the committee would have a different relationship with the Dean once it incorporates the Gen Ed responsibilities and he/she is already represented by three other reps (Honors/Scholars/Gen Ed). Because this merger is a relatively new concept, it is more reasonable to start with a larger committee and reevaluate the membership during the next PORC review.


2013-2014	Staff Affairs	Student Affairs	Ed Affairs	EDI	APAS	Campus Affairs	Gen Ed	FAC	PCC	ERG	Student Conduct
Committee Size (Voting Members)	31	29	25	23	21	21	21	18	18	16	10
Quorum	12	12	11	11	10	9	11	8	9	8	6
Total Members:	3 Faculty 12 Staff 0 Graduate 2 Undergrad 13 Ex-Officios	3 Faculty 2 Staff 5 Graduate 10 Undergrad 7 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 2 Staff 1 Graduate 2 Undergrad 7 Ex-Officios (2 non-voting) 1 SGA Ex-Officio GSG Ex-Officio	6 Faculty 6 Staff 2 Graduate 4 Undergrad 4 Ex-Officios	10 Faculty 0 Staff 2 Graduate 3 Undergrad 4 Ex-Officios	6 Faculty 2 Staff 2 Graduate 2 Undergrad 6 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 0 Staff 1 Graduate 3 Undergrad 4 Ex-Officios	10 Faculty 1 Staff 2 Graduate 1 Undergrad 3 Ex-Officios	10 Faculty 0 Staff 1 Graduate 2 Undergrad 4 Ex-Officios	7 Faculty 2 Staff 2 Graduate 2 Undergrad 2 Ex-Officios	4 Faculty 0 Staff 1 Graduate 1 Undergrad 1 Ex-Officio (non-voting)
2013-2014											
Number of meetings:	7	5	8	9	0	9	2	10	8	9	8
Faculty											
Total Attendance	16	7	49	14	n/a	24	12	63	49	29	26
Total Opportunities	18	15	96	54	n/a	54	24	100	70	63	36
Percentage in Attendance	89%	47%	51%	26%		44%	50%	63%	70%	46%	72%
Staff											
Total Attendance	44	5	11	39	n/a	11	n/a	7	n/a	14	n/a
Total Opportunities	72	15	16	54	n/a	18	n/a	10	n/a	18	n/a
Percentage in Attendance	61%	33%	69%	72%		61%		70%		78%	
Graduate Students											
Total Attendance	n/a	5	4	5	n/a	5	1	17	4	8	4
Total Opportunities	n/a	20	8	28	n/a	18	2	20	8	18	8
Percentage in Attendance		25%	50%	18%		28%	50%	85%	50%	44%	50%
Undergraduate Students											
Total Attendance	2	16	6	8	n/a	5	2	4	9	11	13
Total Opportunities	14	50	16	36	n/a	18	6	10	16	18	32
Percentage in Attendance	14%	32%	38%	22%		28%	33%	40%	56%	61%	41%
Ex-Officios											
Total Attendance	39	14	41	29	n/a	28	8	19	23	11	8
Total Opportunities	78	35	56	36	n/a	54	8	30	28	18	9
Percentage in Attendance	50%	40%	73%	81%		52%	100%	63%	82%	61%	89%
SGA Ex-Officios											
Total Attendance	n/a	5	2	n/a	n/a	7	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	5	8	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		100%	25%			78%					
GSG Ex-Officios											
Total Attendance	n/a	3	6	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	5	8	n/a	n/a	9	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		60%	75%			100%					

2012-2013	Staff Affairs	Student Affairs	Ed Affairs	EDI	APAS	Campus Affairs	Gen Ed	FAC	PCC	ERG	Student Conduct
Committee Size (Voting Members)	31	29	27	23	21	21	21	18	18	16	11
Quorum	12	12	11	11	10	9	11	8	9	8	6
Total Members:	3 Faculty 12 Staff 0 Graduate 2 Undergrad 13 Ex-Officios	3 Faculty 2 Staff 5 Graduate 10 Undergrad 7 Ex-Officios 1 SGA Ex-Officio GSG Ex-Officio	12 Faculty 2 Staff 1 Graduate 2 Undergrad 7 Ex-Officios (2 non-voting) 1 SGA Ex-Officio GSG Ex-Officio	6 Faculty 6 Staff 2 Graduate 4 Undergrad 4 Ex-Officios	10 Faculty 0 Staff 2 Graduate 3 Undergrad 4 Ex-Officios	6 Faculty 2 Staff 2 Graduate 6 Ex-Officios 1 SGA Ex-Officio 1 GSG Ex-Officio	12 Faculty 0 Staff 1 Graduate 3 Undergrad 4 Ex-Officios	10 Faculty 1 Staff 2 Graduate 1 Undergrad 3 Ex-Officios	10 Faculty 0 Staff 1 Graduate 2 Undergrad 4 Ex-Officios	7 Faculty 2 Staff 2 Graduate 2 Undergrad 2 Ex-Officios	4 Faculty 0 Staff 1 Graduate 4 Undergrad 1 Ex-Officio (non-voting)
2012-2013											
Number of meetings:	8	6	8	8	6	10	4	10	7	11	9
Faculty											
Total Attendance	5	10	53	16	35	27	29	55	56	55	23
Total Opportunities	14	18	96	48	60	60	48	100	70	77	36
Percentage in Attendance	36%	56%	55%	33%	58%	45%	60%	55%	80%	71%	64%
Staff											
Total Attendance	51	5	14	32	n/a	15	n/a	10	n/a	15	9
Total Opportunities	96	12	16	48	n/a	20	n/a	10	n/a	22	9
Percentage in Attendance	53%	42%	88%	67%		75%		100%		68%	100%
Graduate Students											
Total Attendance	n/a	15	0	8	7	9	1	4	4	15	9
Total Opportunities	n/a	24	8	16	12	20	4	20	7	22	9
Percentage in Attendance		63%	0%	50%	58%	45%	25%	20%	57%	68%	100%
Undergraduate Students											
Total Attendance	4	31	5	6	10	11	6	2	5	4	22
Total Opportunities	16	60	16	32	18	20	12	10	14	22	36
Percentage in Attendance	25%	52%	31%	19%	56%	55%	50%	20%	36%	18%	61%
Ex-Officios											
Total Attendance	54	27	32	24	19	31	12	23	20	13	9
Total Opportunities	104	42	52	32	24	60	16	30	28	22	9
Percentage in Attendance	52%	64%	62%	75%	79%	52%	75%	77%	71%	59%	100%
SGA Ex-Officios											
Total Attendance	n/a	4	5	n/a	n/a	4	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	6	8	n/a	n/a	10	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		67%	63%			40%					
GSG Ex-Officios											
Total Attendance	n/a	4	4	n/a	n/a	5	n/a	n/a	n/a	n/a	n/a
Total Opportunities	n/a	6	8	n/a	n/a	10	n/a	n/a	n/a	n/a	n/a
Percentage in Attendance		67%	50%			50%					

Appendix 4: Charge



University Senate CHARGE

Date:	October 27, 2016
To:	Marc Pound Chair, Elections, Representation & Governance Committee
From:	Jordan A. Goodman Chair, University Senate 
Subject:	Review of the Senate Student Affairs Committee Specifications
Senate Document #:	16-17-15
Deadline:	February 10, 2017

The Senate Executive Committee (SEC) requests that the Elections, Representation, & Governance (ERG) Committee review the specifications for the Senate Student Affairs Committee.

Specifically, we ask that you:

1. Review the overall specifications of the Student Affairs Committee as outlined in the Bylaws of the University Senate.
2. Review recent data on attendance, membership, and charges to the committee.
3. Consult with the Director of the University Senate.
4. Consult with the Chair of the Student Affairs Committee.
5. Consider whether revisions to the charge of the Senate Student Affairs Committee are necessary.
6. Consider whether revisions to the membership of the Senate Student Affairs Committee are necessary.
7. Consider whether a revision to the quorum of the Senate Student Affairs Committee is necessary.
8. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit a report to the Senate Office no later than February 10, 2017. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

JAG/rm



University Senate PROPOSAL FORM

Name:	Adam Berger, Chair, Senate Student Affairs Committee
Date:	27 September 2016
Title of Proposal:	Review of the Senate Student Affairs Committee Specifications
Phone Number:	240-481-4009
Email Address:	agberger@umd.edu
Campus Address:	1113 Montgomery Hall
Unit/Department/College:	Bioengineering/Clark School of Engineering
Constituency (faculty, staff, undergraduate, graduate):	Undergraduate
Description of issue/concern/policy in question:	<p>The Senate bylaws do not currently reflect the full scope of what the Senate Student Affairs Committee (SAC) does. The current Senate Bylaws specify the committee’s charge as: “formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.” In addition to this charge, the SAC has been doing quite a bit of work the past few years in advising other committees on policies that affect the lives of students. Although this is not codified in the Senate bylaws, this is something that has become the norm.</p> <p>The SAC is unique in that it is the only committee where a majority of its members are students rather than faculty/staff/ex-officio, as is true with the other Senate committees. Other committees may only have one or two students that can give input on policies, even when the policies directly impact the lives of students. By consulting with the SAC, committees can and have bypassed this limitation in their representation when considering certain policies. For example, last year, the SAC advised on the Student Grievance Procedures and the Policy on Excused Absence. While both of these policies were more academically focused and charged to other committees, the input provided by the SAC was critical in shaping the revised policies. At an institution of higher education such as the University of Maryland, the academic and non-academic aspects of student life are often interwoven, and this close relationship has made the SAC a valuable partner in the Senate’s efforts to improve the student experience at</p>

	<p>Maryland.</p> <p>Secondly, the Student Affairs Committee has historically had difficulties achieving a quorum at its meetings. Currently, the Senate Bylaws establish quorum as 11 voting members. Last year alone, only one of the SAC meetings had a quorum of its members. Based on conversations with the Director of the Senate and Senior Coordinator, it seems that this has been an issue for many years and no good solution has been found to date.</p>
<p>Description of action/changes you would like to see implemented and why:</p>	<p>The Senate should revise the SAC’s current charge to codify what has historically been one of the committee’s most valuable roles: advising other committees on policies that directly affect student life, whether academic or non-academic.</p> <p>The Senate should also reconsider the committee’s quorum requirements, given that achieving quorum has been a perennial problem for the SAC.</p>
<p>Suggestions for how your proposal could be put into practice:</p>	<p>Charge the Elections, Representation, & Governance Committee with reviewing the charge and quorum requirements of the Student Affairs Committee and proposing revisions to the Senate Bylaws.</p>
<p>Additional Information:</p>	

Please send your completed form and any supporting documents to senate-admin@umd.edu or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!