

SGA Committee Outline & Procedure



**Student Government Association
Embry-Riddle Aeronautical University – Prescott**



SGA Committee Outline & Procedure

Office of the Executive Branch

Revised and Voted on: 2 August 2021

UNIVERSITY COMMITTEES:

Academic Advisement Committee **(Busy Level 1)**

Review the academic advisement programs for the school and make sure they are serving their true purpose. This includes both faculty and academic advisors. Review Univ 101 and its effects on students.

Academic Standards, Procedures, and Admissions **(Busy Level 1 – Depends on Appeals)**

The Academic Standards, Conducts, and Admissions Board meets periodically throughout the semester and oversees hearing students that are contesting their final grades, academic integrity cases, and admissions contestations. Contesting final grades are the most common and they follow the form of being shared a set of files prior to the hearing, determining a date for the hearing, meeting at the hearing, having the student voice their concern and reason why the grade is unjust, and not representative of what they deserve. The faculty responds to those points and shares their side, and the student will then have a chance to respond. The board will ask the student and faculty to leave and will deliberate and decide their verdict. It is important to note that you have an equal seat and voice on this board – be sure that you voice your own thoughts and opinions along with the board members, as YOU are the student representative on the board.

Academic Computing Faculty Advisory Committee (ACFAC) **(Busy Level 2)**

ACFAC is a standing committee of the senate. In the faculty handbook under section 6.11.5: The campus academic computing environment, (which includes the administration of the computing network, faculty computing equipment, as well as students and classrooms), uses an integral and essential component of the academic infrastructure. The faculty must be involved in the direction of its evolution, detection, and solution of problems, and the determination of appropriate levels of support.

Bookstore **(Busy Level 1)**

This student representative will make sure that students' ideas, suggestions, and concerns about the bookstore are heard. (i.e., suggestions on operations, merchandising for students, and more useful resources for students for online or in person, potential discounts, and price matching.)

Chapel Committee (Busy Level 2)

Counseling services maintain the chapel building and potential events that could be held there. This student representative will make sure that students with different religions have a place to practice, which is primarily the Chapel on campus.

Curriculum Committee (Busy Level 3)

The Curriculum Board is a committee that meets exclusively via e-mail and is communicated through your personal university account (@my.erau.edu) instead of your SGA e-mail. Be advised that this committee *does require a lot of reading* through formal documents of new classes, minors, concentrations, and majors. Although it is not recommended, you can choose to skip out on your duties and skim through/not read the paperwork, however, as an elected official you are delegitimizing and not representing the student body's best interest. Email response times may vary, so be sure to stay attentive.

Diversity Advisement Committee (Busy Level 3; 0 for 2020-2021)

This committee contains a variety of faculty and staff from the campus to address issues with campus diversity. They also create events to encourage diversity and acceptance across campus.

Food Service Committee (Busy Level 2)

The purpose of this committee is to provide feedback to our food services (Sodexo, World of Wings, etc.), assist in making food services better for our school community, as well as planning for the future.

Graduation Committee (Busy Level 1)

This committee will be involved in the planning and execution process for graduation. SGA does not have a huge role, but SGA serves as the student voice so, be sure to advocate for students, attend Fall and Spring graduation if possible, and regularly meet with those involved.

Institutional Effectiveness Committee (Busy Level 3)

Review methods and procedures used in the classroom to ensure that students are effectively learning and that professors are changing methods to improve the learning environment for all students. Review "End of Course" surveys to ensure the questions are receiving the appropriate information that the university would like.

International Student Committee (Busy Level 2)

The International Student Association Bylaws require that an SGA Member attend certain ISA Meetings. The Organization Representative should this role.

Library Committee (Busy Level 2)

Presumably, the Library Committee (or rather, just the staff of the library) exists to serve the students and improve the services the library offers to help establish an effective learning zone.

OctoberWest Committee (Busy Level 3; 0 after OctoberWest)

The purpose of this committee is to help plan Embry-Riddle's Homecoming event: OctoberWest, which is a part of BCA.

Orientation Committee (Busy Level 3 Over Summer; 0 During Year)

Orientation is meant to welcome new students and their families to our campus and to bring them into "our" family. Orientation, in essence, will consist of two days for parents, and four days for students. All formal programming for parents will culminate with the Parent Social.

Meetings will begin at the end of the Spring Semester and continue throughout the summer. It is helpful to have the SGA Representative on this committee who is staying on campus over the summer. It is REALLY important to have an SGA member on this committee, and it would also be helpful if multiple students help (if possible). We provide better insight on behalf of what students want and how to help welcome new students. SGA has recently played a larger role in orientation, and it is extremely important that we continue this because this is our chance to really make a good impression and create new relationships with the new students.

RC² (Busy Level 1-2; 0 For 2020-2021)

A committee focused on sustainability and recycling efforts on campus.

Refund Committee (Busy Level 2-3 – Depends on Appeals)

SGA has a job to serve as the student voice and opinion in the decisions of refund petitions. Refund petitions are submitted to the university when a student must withdraw due to extenuating circumstances after the last day to withdraw with a 20% refund. Most cases include students asking for an entire semester of tuition refunded or at least a partial refund. It is important to provide the faculty and staff on the committee with your perspective regarding the policy and ensure that the student is treated fairly.

University Judicial Board (Busy Level 3) *Secretary (by default)

The purpose of the Student Judicial Board is an appellate judicial board, and it reviews a variety of cases that deal with a breach in the Students' Rights and Responsibility as outlined in the student handbook. The Judicial Board reviews the facts of each individual case and determines whether the appropriate punishment, excessive or not severe enough, was utilized. They also review the process of the investigation to ensure the fundamental fairness was used.

UNIVERSITY COMMITTEES	Chair	SGA Member
Academic Advisement	Muna Slewa	Sophia
Academic Standards, Procedures, and Admissions	Joel Schipper/Brad Wall	Grant
Academic Computing Faculty Advisory Committee (ACFAC)	Jon Hass	Max
Board of Trustees	Deborah Langly-Praver	SGA President
Bookstore	Rich Montoya	Ryan
Chapel Committee	April Dunez/Sandra Lehmann	Meagan
Curriculum Committee	Preston Jones	Grant
Diversity Advisement Board	Melanie Wilson	Meagan/Sophia
Food Service Committee	John Gee	Ngozi
Graduation Committee	Lori Kennedy	Ryan
Institutional Effectiveness	Ed Poon/Brad Wall	Ryan
International Student Committee	ISA President	Ngozi
Library Committee	Sarah Thomas	Grace
OctoberWest Committee	Prince Anselmo	Jeremy
Orientation Committee	Emily Bauer	Melissa/Sophia
RC ²	Shannon Cartwright	Ngozi
Refund Committee	Leah Richwine	Dylan
University Judicial Board	Emily Bauer	SGA Secretary

SGA COMMITTEES:

Budget Committee (Busy Level 1) (SGA Treasurer Chair by Default)

The Budget Committee serves to provide strong recommendations to the SGA Council regarding the SGA Budget, allocation of funding to BCA, Horizons, and all clubs. The SGA Treasurer is the chair of the committee, and the entire SGA Council sits in on proposals. The Student Treasury is also required to be part of the Budget Committee and SCEF members are strongly encouraged to be a part as well.

Bylaws/Constitution Committee (Busy Level 1-3)

A committee SGA formed to review the SGA Bylaws and Constitution and recommend changes as necessary.

Compassion Committee (Busy Level 2-3)

The SGA Compassion Initiative serves as the last step of a three-step plan towards anti-discrimination. The mission is to strive for a campus community that is understanding, open-minded to knowledge, and comes together with compassion for all. Members on this committee should reach out to the community to host respectful conversations, strive for inclusiveness, and offer support through compassion-sponsored events or efforts.

Election Committee (Busy Level 3 – During Elections; 0 Before/After Election Timeline)

A committee that administers the SGA Elections. As it stands, *SGA Bylaws* mandate that at least three SGA members must hold positions on this committee.

Greek Life Committee (Busy Level 3)

One SGA delegate must sit in on the Interfraternity Council (IFC) and the Panhellenic Council to provide non-biased feedback and get a scope on what is going on with Fraternity and Sorority Life (FSL). The caveat is this SGA member must not be a member of Greek Life. The Organizational Rep is the representative that sits on this by default unless they are a member of Greek Life.

Resolution Committee (Busy Level 1)

A committee SGA established to help write resolutions when the SGA Council feels it is necessary to do so.

Student Campus Enhancement Fund (SCEF) (Busy Level 1-2 – Depends on Proposals)

A fund that allocates \$25/student of the SGA Student Fee towards campus enhancements. These enhancements directly or indirectly affect all students at ERAU, foster school spirit, and/or promote school recognition. The board is comprised of more than a dozen members from the most significant departments and specific groups on campus.

Tailgate Committee (Busy Level 2)

A committee in charge of hosting tailgate events. Traditionally, these are tailgates held in conjunction with a sports game that has food and other amenities to support this athletic measure. However, due to COVID-19, this has transitioned to just provide food on campus, then transitioned to supporting club events in the same essence as SGA Sponsored Events. This Committee has also focused on assisting with Spirit Week. This committee will focus on all three going forward.

Traffic Committee (Busy Level 1 – Depends on Appeals)

A board that appeals parking and traffic tickets that are issued on campus.

SGA COMMITTEES	Chair	SGA Member
Budget Committee	SGA Treasurer	Dylan
Bylaws/Constitution	Jeramy	Hunter/Jeramy/Max/Grant/Melissa
Compassion Initiative	Sophia	Melissa/Ngozi
Election Committee	Appointed by President	Jeramy/Meagan/Sophia
Greek Life	SGA Organization Rep	Ngozi
Resolution	SGA President	Hunter
Student Campus Enhancement Fund (SCEF)	Jacob Wolfe	Grant
Tailgates	Grant	Grant/Grace/Ngozi/Max
Traffic	SGA Secretary	Meagan

SGA SERVICES:

Compassion International Flag Display (**Busy Level 1**)

As part of the Compassion Initiative, SGA funded a flag display in the library to represent the country of every single current and alumni international student that has attended ERAU Prescott. For this service, it is the job of the council member to meet with CIPS each semester and add any additional flags if needed due to new enrollments from new international students.

Easter Egg Hunt (**Busy Level 2; 0 Until March**)

Every year, SGA holds an Easter Egg Hunt around the week of Easter, gives out prizes, and serves food for the event. The council member in charge of this service should pick the prizes, set the map for the hunt, and work with the advisor to make sure everything is in place before the event. Often times, prizes will be ordered by Labor Day, so it is their responsibility to help the advisor pick prizes before then. This event should be properly marketed ahead of time and can be incorporated into Spirit Week if preferred.

Lockers and Storage (**Busy Level 3**)

Work with facilities to assign storage spaces for clubs and organizations. The SGA Organization Representative should lead this effort considering their in-depth involvement with clubs/organizations.

Recreation Rentals Service (**Busy Level 1**)

SGA partnered with Athletics to offer free recreation equipment to students, checked out at the Intramurals Office like other athletic equipment. The council member in charge of this service shall maintain communication with Athletics to understand how the service is going and understand if more quantity of items shall be offered, if new items shall be offered, or if any items need to be replaced. Eventually, if space allows, this service could fall 100% under the realm of SGA through a paid employee administering the checkouts.

Rental Equipment (Busy Level 2)

Rents out trash grabbers, paint, chalk, and other equipment to students and clubs on behalf of SGA. This member should have a checkout sheet and keep track of who rents out the equipment from the office.

Safe Ride (Busy Level 2)

Any student can apply to get a free card which will promise them a free taxi ride home in any condition that they do not feel safe to drive home. This service is anonymous and will not report any information to the school. The student fills out an address on their card, and that is where the taxi will take them; this is only a taxi service to that address. A council member shall administer this service.

Shopping Shuttle (Busy Level 2)

This service provides a shuttle or a taxi service to local grocery stores for on-campus students who do not have vehicles. A council member shall administer this service.

Snack and Beverage Service (Busy Level 3)

SGA Provides snacks, candy, coffee, and other beverages to students for free in the SGA Office. The frequency, quality, and content of this service are up to the council member in charge of it. The SGA Treasurer shall be involved in the actual shopping as they hold the credit card, but any council member should be welcome to join them on those shopping trips. All council members should stock snacks.

Student Food Nutrition Initiative (Busy Level 2)

This service partners with the local Salvation Army to provide food resources to any students that demonstrate need. One to two council members shall administer this service.

Student Organization Grants (Busy Level 3)

The SGA Treasurer works with clubs on various forms of SGA Club Funding.

SGA SERVICES	Mandatory Member	SGA Member	Purpose
Compassion International Flag Display		Melissa	Communicate with CIPS to add any additional international flags to the flag display if necessary.
Easter Egg Hunt		Dylan	Plan the annual Easter Egg Hunt around Easter.
Lockers and Storage	SGA Organization Rep	Ngozi	Work with clubs/organizations on their storage.
Recreation Rentals Service		Dylan	Work with Athletics to replace/add equipment to this service.
Rental Equipment		Grant	Check out rental equipment to students and keep track of inventory and student check outs.
Safe Ride		Ryan	Process applications and email students when their cards arrive.
Shopping Shuttle		Ryan	Administer SGA Shopping Shuttle service.
Snack and Beverage Service	SGA Treasurer	Dylan	Shop for Food/Beverage items and ensure supply does not run too low.
Student Food Nutrition Initiative		Max/Meagan	Administer Student Nutrition Initiative.
Student Organization Grants	SGA Treasurer	Dylan	Communicate with clubs/organizations about all means of SGA Club Funding.