

COLFA Dean’s Student Advisory Council

Scope and Purpose

The COLFA Dean’s Student Advisory Council serves to facilitate and enhance communication between the College of Liberal and Fine Arts and university students, faculty, and staff. Council members play an integral role in identifying concerns and providing feedback on ways to mediate and rectify those concerns. Objectives include to plan, creatively problem solve, and actively engage in innovative strategies that promote education and a sense of belonging and mutual respect between COLFA and the community.

Importantly, this council will work to ensure we uphold our university’s core values so that each member of our Roadrunner community has access to educational excellence and preparing citizen leaders for the global environment.

Council Charge

The College of Liberal and Fine Arts Dean’s Student Advisory Council is advisory to the Dean of the College of Liberal and Fine Arts. The council is charged to serve as an institutional channel of communication between members of the university community and the Dean’s office. It aims to ensure policies, classes, and operations of COLFA promoting a high and equitable education to the university community.

The advisory council will review topics it identifies or that are referred to by the COLFA community. Any COLFA student or staff may submit a matter to the committee for consideration, however it is important to note that the committee is not a substitute for the established process for handling formal academic concerns. When appropriate, the council will refer issues through established channels for formal consideration or action.

Membership

1 to 2	Students from each COLFA departments	Serving 2yrs or until graduation: Sitting Member
1	Student from Each COLFA department	Serving 1yr: Rotation Member
		*Undergraduate students who graduate and continue to Graduate school are to be referred again by department head
1	Faculty: COLFA Dean	Standing Member
1	Faculty: Assistant Dean	Standing Member

***Replacement:** The COLFA Dean’s Student Advisory Council reserves the right to remove a student member who fails to comply with engagement and attendance directives.

Engagement

- Students must serve as a representative of the council of at least one college wide COLFA event.
- Students be communicative and responsive at meetings and to emails.

Attendance

- Students are allowed 2 absences in total (out of 8 total meetings)
- Students must notify 3-5 business days of absence (unless there is an emergency)
 - Provide reason of absence and keep in communication for meeting minutes
 - If student fails to communicate after absence, student will be placed in a probationary period and next two meetings will be mandatory in order to stay.
- Students must have a 80% or higher in attendance to be part of the COLFA DSAC.

Council Leadership

- Council leadership will compromise of an agenda and semester meeting dates for student members.
- Council leadership will provide a hybrid meeting method for attendance.
 - Live Zoom Session that would be recorded.
- Council leadership will provide guidelines based on needs of the council for COLFA faculty recommendations.