

# MARQUETTE UNIVERSITY STUDENT GOVERNMENT

## UNIVERSITY COMMITTEE STUDENT REPRESENTATION PROCEDURES

APPROVED BY MUSG SENATE 9/6/01

APPROVED BY VICE PRESIDENT FOR STUDENT AFFAIRS 9/26/01

### Introduction

The following procedures have been established to ensure adequate representation of student opinion on All-University Committees. MUSG's goal is to maintain adequate student opinion in University decisions.

### Section I – General

- A. An All-University Committee is defined as one appointed by the President of the University or a Vice President of the University. These can be standing committees, ad hoc committees, or task forces.
- B. Committee appointments are open to full-time undergraduate students unless otherwise specified.
- C. Students appointed to committee positions should have a minimum 2.0 QPA and not be on disciplinary probation both at the time of appointment and throughout their term.

### Section II – Open Committee Seats

- A. MUSG should gather information from Committee chairs as to their needs and vacancies for the upcoming academic year in the early Spring.
- B. Committee chairs can also submit requests to the Student Advocate at any time for student representation on their committee. They will be strongly encouraged, however, to submit requests in the early spring for the following academic year.

### Section IV – Application & MUSG Nomination

- A. MUSG will create a pool of possible students for committee placement. The students will fill out an application detailing their basic information, such as college, year in school, their experiences and involvement at Marquette, and the committees that they are interested in serving on. Also, the student should provide their schedule, to the best of their knowledge for the term in which they are applying.
- B. The Student Advocate, with consultation from the Executive Vice President, will nominate students from the applicant pool for open committee positions.
- C. The nominations should reflect the interests and experiences of the students and the needs of the committee.
- D. The nominations will be forwarded to the Dean of Student Development or designee for approval and eligibility verification.

### Section V – Dean of Student Development Appointments

- A. The Dean of Student Development will review the MUSG nominations.
- B. Students approved for their committee nominations will be sent a letter from the Dean of Student Development notifying them of the appointment. The letter will also include contact information for the chair of the committee to which they have been appointed.
- C. The Dean of Student Development will also send a memo to each respective committee chair notifying them of the student appointments. The memo should detail the student's contact information and instruct the committee chair to contact the student representatives.
- D. MUSG and the Vice President for Student Affairs should be copied on all communication sent to students and committee chairs.

### Section VI – Communication

- A. MUSG should strive to maintain communication between the committee chairs, appointed students, and the student advocate.
- B. The student advocate should contact the appointed students and the committee chairs once a semester.
- C. Committee chairs should send copies of meeting agendas and minutes to the student advocate.
- D. Appointed students should also submit copies of meeting agendas and minutes to the student advocate with a meeting feedback form.

### **Section VII – Student Training**

- A. MUSG should conduct a training session each semester for appointed students.
- B. The training sessions should focus on how to effectively represent student opinion in University decision-making, the importance of regular attendance to the committee, and the proper way to communicate business of the committee to MUSG.

### **Section VIII – Timeline for Appointment**

- A. MUSG will solicit applications in the early Spring and forward a list of nominations to the Dean of Student Development by April 1. Nominations should be approved and officially appointed by May 1.

### **Section IX – Vacancies**

- A. If vacancies occur in appointed committee positions, MUSG should seek to fill the position as soon as possible. MUSG should nominate students from the applicant pool who did not originally receive a nomination or seek out new applicants.
- B. If not all open committee seats are appointed in the Spring by May 1, the Student Advocate with consultation from the Executive Vice President, should make nominations by September 15.

### **Section X - Amendments**

Amendments to these University Committee Student Representation Procedures and accompanying provisions may be made in consultation with the Dean of Student Development, in accordance with the provisions for legislation in the MUSG Constitution, and require a majority of those senators present for approval.