



Associated Students, Incorporated
California State University, Los Angeles
Administrative Manual
Shared Governance
Council Code of Procedure Policy 023

ARTICLE I **AUTHORITY AND FUNCTION**

~~These~~This codes shall act as the governing procedure for the Shared Governance Council (SGC) of the Associated Students, Inc. (ASI) of California State University, Los Angeles. It shall be the purpose and Function of the SGC to:

- A. Review, research, and make recommendations on, ~~but not limited to,~~ Academic and Administrative policy affecting students.
- B. ~~Maintain active communication to the student body regarding, but not limited to, Academic and Administrative Affairs by creating student impact statements, resolutions, white papers, utilizing media outlets, etc.~~
- C. ~~B.~~ Work with all appropriate areas in order to ensure that genuine the principles of sShared gGovernance is-are being upheld between students, faculty, and administration. ~~These areas include, but are not limited to, ASI College Representatives, Department Chairs, Students, faculty, etc.~~
- D. ~~Create annual assessments for the student success fee and any student fee the council deems appropriate to ensure effective and ethical use of student fees.~~
- E. ~~Create assessments ascertaining the quality of service offered to students that the council finds appropriate.~~

Commented [PB1]: The committee only meets monthly and does not appear to be set up as a body to take action. Rather, this group is called together to report on the actions and discussions of all the campus committees. The actions occur in the individual committees or may be directed to the ASI BOD for actions.

Commented [PB2]: Assessing student fees is not appropriate for this committee. Student fee issues and concerns would be under the Student Fee Committee, which is a University committee. For ASI consideration, it would be our Finance Committee.

Commented [PB3]: This does not seem appropriate for this committee. Service assessments would be addressed by

ARTICLE II **MEMBERSHIP**

Section 1 – Shared Governance Council Membership

- A. ASI Vice President for Academic Governance (chair)
- B. ASI Academic Senators (3 Undergraduates, 2 Graduates, 1 At-Large)
- C. All At-large Student Representatives appointed by the BOD to all University, College-Specific and Academic Senate Committees and Subcommittees
- D. All ASI Board members sitting on a University, College Specific or Academic Senate Committee or Subcommittee
- E. ASI Executive Director or professional staff designee (non-voting council advisor)
- F. Faculty Appointee (one faculty member selected by the Committee on Committees of the Academic Senate, non-voting council advisor)
- G. ~~The University Provost or designee (non-voting council advisor)~~

Commented [PB4]: Recommend either a Student Life representative or eliminate this position.

Section 2 – Quorum

Quorum shall be defined as six (6) of the Council membership, a simple majority of the seated ASI Academic Senators, in addition to at least five (5) student representatives, Committee Themembers. The VPAG shall be counted for the purposes of establishing quorum.

Commented [PB5]: Eligibility is already stated and not needed

Section 3 – Eligibility

- A. ~~All ASI Members and committee appointees must maintain their eligibility outlined in the ASI Bylaws Article III, Section 2 and Clause 1-7.~~
- B. ~~A. Academic Senators cannot take a semester off during their term of office.~~

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ARTICLE III **DUTIES**



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Section 1 – Responsibilities of the ASI Vice President for Academic Governance (VPAG) Chair of SGC

The VPAG Chair shall:

- A. Call meetings and set agendas.
- B. Report all SGC actions, recommendations, and activities to the ASI BOD.
- C. Preside over all SGC meetings.
- D. ~~Actively serve on the Executive Committee of the Academic Senate, as a non-voting member, when the privilege is extended by the Executive Committee. If the VPAG cannot attend the meeting, the VPAG can assign an Academic Senator as a designee.~~
- E. ~~Coordinate committee members from the committees and subcommittees of the Academic Senate, College, and University-Wide divisions to connect areas of interest and identify, promote, and resolve student matters.~~
- F. Track and review committee reports from all Shared Governance committee members to identify opportunities for resolving student issues and inform the SGC of pertinent information.
- G. ~~Ensure that qualified committee reports are uploaded to the ASI website per conditions listed in Article IV, Section 1 of this policy.~~
- H. ~~Assign committees of the Academic Senate to the ASI Academic Senators for coordination and support, per Article III, Section 3 of this policy.~~
- I. ~~Submit a list of participating students at the end of each semester to the appropriate Chairs to verify members' attendance to assigned committees and subcommittees. A list of those students who have attended 70% of their meetings shall be forwarded to the Vice President of Student Affairs office for final recording.~~
- J-G. Vote in the event of a tie.

Commented [PB6]: This should be a part of the VPAG position description not in the Code

Commented [PB7]: ASI has not in practice posted committee reports to the website. Reports would be recorded in the SGC meeting minutes and then posted.

Commented [PB8]: Delete - does not pertain to the chair responsibilities, should be in VPAG position description

Commented [PB9]: Add to VPAG position responsibilities and delete here

Section 2 – Responsibilities of the ASI Vice Chair for the Shared Governance Council SGC

~~The duties of the ASI Vice Chair for the Shared Governance Council shall be performed by an ASI Academic Senator, and is to be The Vice chair shall be appointed by the second meeting of the SGC and may be filled by any of the seated members of SGC. The time served in this role will count as two specific duty hours the week of a meeting. The Vice Chair shall:~~

- A. ~~Record the minutes for each SGC meeting and ensure they are circulated for review prior to the next scheduled SGC meeting.~~
- B. ~~Assist the VPAG with reviewing committee reports, when the VPAG deems necessary (time served completing this task will count as specific duty hours the week it is done), with matters related to the committee.~~
- C. Carry out the duties of the Chair in their absence.

~~Section 3 – Responsibilities of the ASI Academic Senators~~

~~The ASI Academic Senators shall:~~

- A. ~~Assist the VPAG in coordinating the Academic Senate committees they are assigned to by ASI VPAG; this includes but is not limited to:
 - a. ~~Maintaining an active line of communication with the committee members on committees assigned to them by the VPAG.~~
 - b. ~~Assist committee members with identifying key student topics and issues related to their committee.~~
 - c. ~~Help identify opportunities for committee members to connect with students to find issues and information that can be addressed in their respective committees. Alongside the VPAG, act as a support network for committee members.~~~~
- B. ~~Attend all meetings for the committees they have been appointed to.~~
- C. ~~Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG.~~

Commented [PB10]: Delete sections 3 & 4 - these are position responsibilities and should be incorporated elsewhere. Also, ASI cannot add duties to the Senators as they are not a part of ASI.

~~Section 4 – Responsibilities of the College Representatives~~

- A. ~~Assist the VPAG in coordinating the committees of their respective college; this includes but is not limited to:
 - a. ~~Maintaining an active line of communication with the committee members on college specific committees.~~
 - b. ~~Assisting committee members with identifying key student topics and issues in relation to their committee and college.~~~~



- e. ~~Help coordinate opportunities for committee members to reach out to students to find issues and information to address in their respective committees.~~
- d. ~~Alongside the VPAG, act as a support network for committee members.~~
- B. ~~Attend all meetings for the committees they have been appointed to.~~
- C. ~~Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG.~~

Section 5 – Responsibilities of All Shared Governance ~~Committee~~Council Members

~~All Shared Governance Committee Members are appointed by the BOD.~~

The Shared Governance Committee Members shall:

- A. Attend all meetings for the committee(s) they have been appointed to. Absences shall be approved by the Committee Chair.
- B. ~~Submit a committee report of each meeting by the first Sunday following the committee meeting to the VPAG and their assigned ASI Academic Senator.~~
- C. B. Actively identify issues affecting students and seek student opinion or matters relevant to their assigned committee.
- D. C. Contact the assigned committee chair to address student opinions, issues, or relevant matters on the committee.
- E. D. Report committee actions and information to the SGC.

Commented [PB11]: This is not accurate. Appointments are covered elsewhere and not needed here.

ARTICLE IV

COMMITTEE REPORTS

Section 1 – Committee Report Requirements

All Shared Governance Council members shall adhere to the following committee report requirements:

- A. Submit committee reports 72 hours after committee meeting using the reporting process outlined by ASI.
- ~~A. All committee reports are to be submitted by the first Sunday following the committee meeting to the VPAG.~~
- B. A list of submitted and missing committee reports is to be emailed to the SGC by the VPAG on a monthly basis to verify and follow up on submissions.
- ~~C. Committee reports shall be posted on the ASI website for transparency and accessibility to the Cal State LA Student Body, as long as the following requirements are met:~~
 - a. ~~The reports shall be credible and factual.~~
 - b. ~~The reports shall be free of grammatical errors, be organized and presentable.~~
 - c. ~~The reports shall be substantive and highlight pertinent matters on the committee(s), explaining how they affect Cal State LA students.~~
- D. Committee reports hold accountability to all SGC members:
 - a. If any ASI Board members or ASI Academic Senators do not turn in a report, there will be a deduction of their GIA.
 - b. If any non ASI Board members Student at Large committee members do not turn in a committee report, they will not qualify for incentives for that respective meeting.

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Commented [PB12]: This is no longer ASI's practice

Section 2 – Committee Verification Forms for Students at Large Committee Members, Commissioners, and Associate Justices

- A. ~~Committee Verification forms shall be used to verify committee attendance for Students at Large Committee Members, Commissioners, and Associate Justices. Incentives shall be based on the verification forms information, in addition to any submitted committee reports.~~
 - a. ~~Committee Verification forms shall be given to the committee chair for signature at the final committee meeting of the semester and shall be turned in to the VPAG as soon as possible for incentive processing.~~
- B. ~~The lowering and/or removal of committee incentives must have a 2/3 approval from SGC~~

Commented [PB13]: This is a separate procedure and not a part of the committee code. ASI will outline a new administrative procedure for reporting and gathering a verification of the reports.

ARTICLE V

CLASSIFICATIONS OF STUDENT PARTICIPATION

Section 1 – Categories of Student Participation within Shared Governance

- A. ~~The following categories of Student Participation within the Shared Governance of the campus are hereby recognized by ASI:~~



- a. ~~A Committee and/or Sub-Committee, defined as a long-standing recurring meeting with a fixed membership that focuses on a variety of topics and general issues.~~
- b. ~~An Ad-Hoc Committee and/or Taskforce, defined as a meeting with fixed membership held for an indefinite amount of time to accomplish a specific goal.~~
 - i. ~~Student Representatives not selected by ASI may be compensated for their work in this category by fulfilling the requirements stipulated in Article IV and with the approval of the VPAG.~~
- c. ~~A Working Group, defined as a meeting with no fixed membership held for an indefinite amount of time not exceeding a year to accomplish a specific goal.~~
 - i. ~~Student Representatives not selected by ASI may be compensated for their work in this category by fulfilling the requirements stipulated in Article IV and with the approval of the VPAG.~~

Section 2 Categorizing Governing Bodies

- A. There are three categories of governing bodies within the university which harbor opportunities for student participation;
 - a. ~~Academic Senate— Student participation within the Academic Senate is the responsibility of the Academic Senators under the guidance of the VPAG as indicated in Article III Section 3.~~
 - b. ~~College Specific— Student participation in these committees is the responsibility of the College Representatives under the guidance of the VPAG as indicated in Article III Section 4.~~
 - c. ~~University-Wide— Student participation in these committees is the responsibility of the VPAG as indicated in Article III Section 1, unless student participation has an assigned student membership of the ASI President.~~

Commented [PB14]: does not pertain to Shared Gov committee

ARTICLE V ATTENDANCE, ABSENCES AND EARLY DEPARTURES AND REMOVAL FROM COMMITTEES

- A. All SGC members must notify the VPAG if they cannot attend a SGC meeting or their appointed committee at least 24 hours before the meeting. If they will miss an appointed committee meeting, SGC members must also notify the chair of the committee.
- B. ~~Each meeting that a student SGC member misses with an unexcused absence or does not attend completely, will trigger a deduction to that student SGC member's Grant-in-Aid or incentive.~~
- C. ~~If a student representative fails to report back on at least 70% of the meetings, any incentives/benefits provided to the representative will be withheld.~~
- ~~D-B.~~ Any At-Large student representative may be removed from their assigned committee on a recommendation from the VPAG to the SGC for more than, one (1) unexcused absences, two (2) unexcused tardies, or two (2) unexcused early departures during any one semester.
- ~~E-C.~~ ASI members refer to Policy 020 for removal procedures.

Commented [PB15]: Discuss the authority to remove committee members. ASI student leaders have a different removal process.

ARTICLE VI MEETINGS

Section 1 – Meeting Requests

- The SGC shall meet ~~three to four times per semester~~ once a month.
- A. In addition, the SGC may meet on an as-needed basis.
 - B. Any three voting members may request a meeting. Member(s) requesting the meeting must notify the chair at least seven (7) days in advance of the requested meeting date.

Commented [PB16]: Consider moving this to the Policy 303 and make uniform for all committee codes.

Section 2 – Special and Emergency Meetings

The SGC may ~~meet on a special and emergency basis call a special meeting in addition to the regularly scheduled meetings of the Council if an important issue arises.~~ When a special meeting is necessary, the Chair shall call the meeting through a written notice to all members no less than twenty-four (24) hours prior to the meeting. ~~In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement, or both. Emergency situations are defined in the Gloria Romero Open Meeting Act of 2000. An emergency meeting may be called by either the Chair or through~~



~~a request to the chair by three (3) voting members of the Committee.~~

ARTICLE VII

AMENDMENTS

Proposed amendments to these codes shall be submitted ~~on an absolute~~with a majority vote of the SGC. ~~The proposed changes will then be submitted and reviewed by~~ the ASI Bylaws and Codes of Procedure Subcommittee ~~for their review and approval prior to submitting the proposed changes and finally passed to~~ the B.O.D. ASI Board of Directors for approval by a vote of a ~~for their 2/3-majority approval.~~

Policy History:

Approved:	10/23/14
Approved:	11/5/15
Revised & Approved:	04/19/18
Amended:	TBD

