

# OREGON INSTITUTE OF TECHNOLOGY

## Student Shared Governance

### OIT-15-015

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It shall be the policy of Oregon Institute of Technology to ensure that the students of OIT serve an active role in decision-making that has a significant effect on students.

This policy documents student participation in commissions, committees, governing and policy-making bodies, search committees, and other groups at the college (hereafter referred to only as committees.)

#### **Background**

Throughout 2003 there were many discussions among the State Board of Higher Education, the Chancellor, institution presidents, and the leaders of the Oregon Student Association regarding student shared governance. On April 18, 2003, the board made the decision to formally endorse the concept and philosophy of shared governance between OUS institutions and the students of those institutions. The intent was to establish a state level of support for student shared governance.

This endorsement requires each institution to develop and implement written procedures to ensure students have the opportunity to participate in decisions that relate to, but are not limited to:

1. Academic grading policies
2. Academic disciplinary policies
3. Academic courses or programs to be initiated or discontinued
4. Codes of student conduct
5. Curriculum development
6. Institutional planning
7. Selection and appointment of student services administrators
8. Tuition, fees, room and board rates
9. University mission and vision.

#### **Committees**

With respect to student membership, campus commissions and committees will fall under one of four categories:

1. Those for which a student majority is required for quorum.
2. Those for which one or more student representatives are required for quorum.
3. Those that have one or more student seats, but student representatives are not required for quorum.
4. Those that have no student seats.

At OIT students hold permanent membership on the following committees. Details regarding membership on these committees are outlined in each individual committee's charge:

**Student Shared Governance**  
**OIT-15-015**  
**Page 2**

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Committees for which a student majority is required for quorum:

- Incidental Fee Committee
- Resource Fee Commission
- Shared Governance Appeals and Oversight Committee
- Student Media Advisory Commission

Committees for which one or more student representatives are required for quorum:

- College Union Commission
- Financial Aid Committee
- Student Hearing Commission
- Traffic Commission

Committees upon which students hold one or more seats:

- President's Council
- Faculty Senate
- Affirmative Action Commission
- Americans with Disabilities Act Commission
- Commission on College Teaching
- Curriculum Planning Commission
- Facilities Planning Commission
- Fiscal Operations Advisory Council
- Information Technology Services Steering Committee
- International Committee
- Learning Resources Commission
- Student Awards Commission
- Substance Abuse Commission

At the beginning of each academic year, and whenever a new committee is formed, including ad-hoc committees, the Associated Students of OIT will have the opportunity to request changes to any campus committees with regards to student membership.

By the end of the second week of each academic year the ASOIT will provide to the President and each affected committee chair a list of student representatives and alternates for each committee on which students hold seats.

Committee chairs are required to provide student members adequate notice of committee meeting times and make a reasonable effort to schedule meetings times that students can attend.

**Student Shared Governance**  
**OIT-15-015**  
**Page 3**

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Search Committees

Students shall be asked to participate in both faculty and administrator search committees, especially those searches for student affairs professionals.

**Additional Responsibilities**

The following are additional responsibilities of both the administration and students relating to student shared governance.

Information Dissemination

When a committee makes a recommendation or decision that has a significant effect on students, that committee's chairperson shall provide written notification to the ASOIT.

Student Attendance

Students are expected to attend all meetings for committees upon which a student sits. If an appointed student member cannot attend a committee meeting, an alternate student should be found to take his/her place.

Student Forums

ASOIT is expected to hold regular student forums on campus as a way of soliciting student input on college policies and practices. These forums will be scheduled once a term or as needed, with a minimum of one per academic year. Executive staff members are invited, but not required, to attend these forums.

Joint Executive Staff/ASOIT Meetings

Several times each term, or as needed, members of the executive staff – typically the President and Vice President for Student Affairs – shall meet with ASOIT officers – typically the ASOIT President – to discuss institutional policies and practices as well as current issues, particularly those which affect students.

**Appeals and Oversight**

Any issues regarding student shared governance shall be brought before the Shared Governance Appeals and Oversight Committee.

President's Council – December 16, 2003

Approved: \_\_\_\_\_  
                  /s/ *Martha Anne Dow*  
                  Martha Anne Dow, President

Date: \_\_\_\_\_  
                December 16, 2003