

# Student Consultation Process for College Based Fees

## College of Science and Mathematics

**General Process:** Priorities for expending college based fees will be based on annual consultation with our students. It is expected that this consultation will result in a partnership and engagement among our students, faculty, and staff in enhancing, and advancing the quality of our academic programs in the College of Science and Mathematics. Although designated representatives will be made for each level of consultation, meetings are open to all interested students, faculty and staff.

**Consultation at the Department Level:** Representative students, faculty, and staff will meet annually in each department. Students will have the opportunity to express their views on the strengths and weaknesses of the department, make suggestions for improvement, and make recommendations and establish priorities on the use of the college based fee revenues. The committee will develop a department proposal that will be submitted for consideration at the college level. Process:

- Early in Fall quarter, departments will form College Based Fee Committees consisting of students, faculty and staff.
- During Fall and Winter quarters department committees will consult with students, faculty and staff about needs and priorities for use of college based fee revenues for the next year.
- By the end of April, department committees will submit to the dean's office proposals with recommendations and priorities for expenditure of college based fee revenues.

**Consultation at the College Level:** Recommendations from the departments and college will be considered by the College of Science and Mathematics College Based Fee Committee. The college level committee will consist of student representatives from each department and the College of Science and Mathematics Student Council, faculty and staff representatives, department chairs, the college budget analyst, and the dean. The committee will review and discuss department and college proposals and priorities and make a recommendation to the Dean for expenditure of fee revenues. Process:

- Early in Fall quarter, departments will provide the dean's office with the name(s) of student representatives to the college level committee. The College of Science and Mathematics Student Council will provide the name(s) of student representatives to the dean's office for the college level committee.
- The college level committee may meet as needed during the year to discuss and advise the dean on budget issues as they relate to college based fee revenues.
- In May the college level committee will meet to review the proposals submitted by each department and the college. Student or faculty representatives from each department will present their proposal to the committee. The committee will discuss

individual department and college proposals and make recommendations to the Dean.

- The Dean will prepare a college-wide proposal for allocation of revenues based on department and college proposals and committee recommendations.
- The college level committee will review and discuss the Dean's proposal and make any further recommendations.
- Final decisions on fee revenue expenditures will be made by the Dean in late May.

**Consultation Oversight:** Oversight of the consultation process is by the College of Science and Mathematics Student Council. Department student representatives to the college committee will have the opportunity to provide information on the consultative process to the Student Council. A student may contact the Student Council at any time during the consultation process if the need arises.