

## **CHAPTER 2: Student Affairs**

### **Procedure 2B.3/11: Student Involvement in Decision-Making**

Anoka-Ramsey Community College values student participation and involvement in decision-making. The college administration recognizes students as key stakeholders in the college's operations and planning and seeks the opinions of campus student associations. To ensure due process, the college administration will consult with students through (1) student representation on appropriate college committees, (2) reviews with the Student Senates and their advisors, and (3) consultation with Student Association leaders and their advisors during decision-making processes. Participation, reviews, and consultation provide forums for administration to:

- Involve students with other constituent group leaders.
- Keep students apprised of issues of potential concern.
- Gather student input and their recommendations.
- Develop a mutual understanding between administration and students.
- Meet MnSCU's policy requirements for student involvement in decision-making.

#### **Participation**

A student representative from each of Anoka-Ramsey Community College's two campuses is given the opportunity to serve as a member of appropriate college committees, involving or affecting student interests, through the entire process of that work group. Students are given the opportunity to participate actively, give timely responses to deadlines, and seek guidance from Student Senate advisors in formulating responses.

Examples of committees include but are not limited to:

- Student Life Committee
- Appropriate Staff Search Committees
- Self-Study Steering Committee
- Budget Planning Committee
- Appropriate Policy Development Work Groups
- Strategic Planning Steering Committee
- Food Service Vendor Selection Task Group
- Technology Advisory Committee
- College Advisory Committee
- Safety/Security Committee
- Bookstore Refund Committee
- Facilities Committee
- Parking Committee
- Art Committee

#### **Reviews**

The administration uses the review process to inform the student associations of issues of potential concern to the students, such as campus bonding requests, budget information, and changes to academic programs. In the review process, the chief campus administrator will:

- Conduct one campus review per semester with each campus Student Senate and its advisor, preferably in September and March, to discuss issues of mutual concern.

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

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- Conduct one college-wide review per semester with joint Student Senates and advisors, preferably in October and April.
- Provide review agenda items to the student association prior to their meetings.
- Provide Q & A opportunities during the review.
- Present any requested materials at the review.
- Attend other Student Senate meetings as requested.

### Consultation

The chief campus administrator uses the consultation process to seek opinions from the two campus student associations and considers their information and recommendations in the administration's decision-making process. The consultation process provides a forum to reach agreements. In the consultation process, the administration will:

- Conduct one meeting per semester with the joint Student Senate presidents and their advisors to discuss issues having significant impact on students, such as tuition or fees, Student Life, and other issues of mutual concern, preferably in November and April.
- Distribute background materials to the Student Senates and their advisors a week in advance of designated meetings, except in very unusual circumstances.
- When a college proposal requiring consultation is to be considered by the Board of Trustees, the college president shall submit an authorized letter to the Office of the Chancellor from the campus student association prior to the first reading, stating the level of consultation and any position taken by the association on the issue, except under very unusual circumstances as reported to the Chancellor.

### Communication Vehicles

The following communication vehicles will serve only as ways of disseminating information to Student Association leaders. This does not replace the review or consultation processes.

- E-mail
- *Student Bulletin*
- *College Bulletin*
- Committee Minutes
- Memorandums

For Anoka-Ramsey Community College policies related to student involvement in decision-making, visit the Anoka-Ramsey Community College website at:

[http://www.anokaramsey.edu/StudentServices/student\\_policies\\_F.cfm](http://www.anokaramsey.edu/StudentServices/student_policies_F.cfm)

For MnSCU Board policies and procedures related to student involvement in decision-making, visit the MnSCU website at: [Policy 2.3 Student Involvement in Decision-Making](#) & [Procedure 2.3.1 Student Involvement in Decision-Making](#)

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History:

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