STUDENT AFFAIRS

BOT 5.1

Date of Last Update:
February 18, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

5.1 Division of Student Affairs

5.1.1 The Division of Student Affairs provides services, programs, and environments that enhance the personal, social, and intellectual lives of students. The Division is dedicated to the belief that positive growth and development of students occurs best when in-class and out-of-class experiences are harmonious. The Division strives to provide assistance to students and faculty that will foster the development of meaningful relationships between students and faculty. The Division is organized to provide necessary support and facilities for students which enable them to live, learn, and become mature, self-directed and responsible members of the campus community and society.

5.1.2 The Dean of Students

The purpose of the Dean of Student's Office is to provide leadership and supervision for divisional staff and programs; serve as an information resource and problem solving center for students and faculty; serve as an advocate for student concerns; provide support services for international and returning adult students; coordinate the campus judicial system; and represent the division to constituencies inside and outside of the institution.

5.2 University Counseling Center

The purpose of the University Counseling Center is to provide counseling services to students through individual and/or group interactions that are responsive to student needs. The Center offers support for students in the areas of career planning, personal development, social adjustment, and academic skills development.

5.3 Health Services

Health services, staffed by medically-trained personnel, provide preventive, comprehensive health care for limited ambulatory students. Students are encouraged to assume responsibility for effective health care practices. Preventive services such as immunization or allergy desensitization programs shall be offered along with medication for minor ills and special emergency treatment. Special clinics should provide special services for students.

5.4 Student Activities and Organizations The purpose of the Student Life office is to enhance student development through involvement in diverse experiences. Staff works closely with student organizations and campus departments to create an environment which provides opportunities for students to get involved. Students learn and develop their leadership and personal skills through "hand on" experiences.

The Student Senate approves student organization registration with administrative approval. Organizations must comply with all federal, state, and local laws as well as University policies and regulations. A current list is maintained of registered organizations, including a statement of purpose and the current officers and faculty or staff representative. Student organizations are advised in areas such as activities, programming, financial records, University policies, regulations, and procedures.

5.5 Student Media (Lanthorn Newspaper, WCKS Radio, GVTV Television)

The University supports the concept of fora through which students are able to communicate with each other as well as to faculty, staff, and administration. Student media organizations will operate in accordance with the Operating Procedures of the Student Media Advisory Board which are included asSection 5.11 of this chapter.

5.6 Student Government

The University encourages an effective and efficient form of student government which will provide for discussion and resolution of student problems, concerns, and ideas, and to provide leadership for an inspiring and rewarding student life on campus. The student governance constitution is approved by the President upon recommendation of the appropriate student services administrator. The Student Activities Allocation as dispersed by student governance, is subject to the authority of the Board of Trustees through the administrative officers of the University.

5.7 Housing and Residence Life

The purpose of the Housing and Residential Life Office is to manage the university's on-campus residential area in a manner that creates a quality living/learning environment for

students. The housing staff provides supervision and support for the student residential community that encourages involvement in academic and human development experience, responsible behavior, respect for individual differences, and development of interpersonal relationships. In addition, when space permits, housing should be available to official guests of the University.

5.8 University Judicial System

Institutional standards of conduct have been developed to maintain conditions under which individuals, with respect for the rights and well-being of others, can participate effectively in a common educational enterprise in a well-ordered collegiate community. Responsibility for the maintenance of an orderly institution must be shared by all members of the campus community. Representative students, faculty, and administrators serve on two judicial bodies. The University Judiciary system is based on the principle that due process of law will be observed in each case, which includes the guarantee of an extensive appeal process.The Student Code, which contains the rules, regulations, and judicial process of the institution, is approved by the President upon recommendation of the appropriate student services administrator.

5.9 Health, Recreation, Intramurals, and Wellness

Recreational and intramural activities are designed to provide meaningful, constructive leisure time activities for men, women, and co-ed participation. The informal program shall provide varied opportunities for individuals to participate in self-directed recreation activities. Participation in these informal activities require neither team affiliation nor the commitment resulting from structured or scheduled play. The formal portion is coordinated through the intramural program which provides a more competitive structure. The Wellness component provides educational programs to students that promote healthy lifestyles.

5.10 Student Media Advisory Board Operating Procedures

5.10.1 Purpose

The purpose of the Student Media Advisory Board (SMAB) is to ensure the continuity of student media at Grand Valley State University. The three major student media organizations include the student newspaper, the Grand Valley Lanthorn; the student radio station, WCKS – The Whale; and student television station GVTV – Grand Valley Television. The Student Media Advisory Board will provide for adequate and capable staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.

5.10.2 Membership

The Board shall consist of the following membership:

Six (6) faculty representatives

Six (6) student representatives

Two (2) professional community representatives from West Michigan

Associate Dean for Student Life or designate

Six (6) Ex-Officio (non-voting)

The Editor of The Lanthorn

The Lanthorn Faculty Advisor

The Station Manager of WCKS – The Whale

The Faculty Advisor of WCKS

The Station Manager of GVTV

The Faculty Advisor of GVTV

The SMAB has a total of 15 voting members. Eight (8) voting members of the SMAB shall constitute a quorum for transacting business.

Six (6) faculty representatives will be appointed to three (3) year terms by the Executive Committee of the Senate (ECS). The appointment terms will be staggered so that two appointments will be made each year.

Six student representatives: (3 selected by the Student Senate; 1 Lanthorn staff member elected by The Lanthorn staff, 1 WCKS staff member elected by the WCKS staff, and 1 GVTV staff member elected by the GVTV staff) Student representation to the Media Advisory Board shall be elected annually.

Two professional community representatives will be recommended by the Associate Dean for Student Life upon consultation and recommendations from the faculty advisors of the three student media organizations. Community representatives will be appointed for a two-year term which is renewable. Community representatives will be appointed by the SMAB.

The All University Faculty Governance Structure and the All University Student Governance Structure are charged with the appointment of Board members which are, as fully as possible, representative of a cross section of the University community.

5.10.3 Authority and Duties of the Board

The Board shall have the authority to administer and allocate the financial resources provided from the Student Senate. The source of this funding originates from the Student Life Fund.

The Board shall recommend to the Vice President for Student Affairs or designee the appointment and removal of the Lanthorn Editor, Business Manager, and the Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Editor, Business Manager, or the Faculty Advisor.

The Board shall recommend to the Vice President for Student Affairs or designee the appointment and removal of the WCKS – The Whale General Manager, Business Manager, and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the General Manager, Business Manager or the Faculty Advisor.

The Board shall recommend to the Vice President for Student Affairs or designee the appointment and removal of the GVTV – Grand Valley Television Station Manager and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Station Manager or the Faculty Advisor.

The Board shall have authority to direct what relationship statement shall be included in each issue of the Lanthorn respecting the nature of the publication and its relation to the institution. In addition, the Board shall have the authority to direct what statement and how often this statement shall be aired during the broadcast periods of the WCKS Student Radio and GVTV Student Television.

The Board shall elect from its voting membership a chairperson, a secretary, and other such officers as it may from time to time determine necessary. Only voting members are eligible to hold office on the SMAB.

5.10.4 The Grand Valley Lanthorn: The Editor, Business Manager, and Faculty Advisor

The Editor shall be responsible for assuring a balanced report of GVSU activities and concerns, maintaining quality journalistic practices, ensuring the paper's compliance with the *Society of Professional Journalists Code of Ethics*, editing the publication, maintaining the publication schedule, supervising the copy, and directing (with the staff) the editorial policy of the paper. The Editor must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Business Manager shall be responsible for maintaining a financial record for the

publication, supervising the sale of advertisements, and informing the Board and Editor of the financial status of the publication, quarterly. The Business Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Faculty Advisor shall have signature authority over The Lanthorn accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the paper. The Faculty Advisor shall hold a minimum of one (1) journalism in-service program per semester for the newspaper staff. The Faculty Advisor shall also act as liaison between the newspaper and the University community, promoting the newspaper's interests with faculty, staff and administration.

In the event of removal of the Editor, Business Manager, and/or Faculty Advisor, the Editor, Business Manager and/or Faculty Advisor must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

5.10.5 WCKS – The Whale: General Manager, Business Manager and Faculty Advisor

The General Manager shall be responsible for assuring a balanced report of GVSU activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The General Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Business Manager shall be responsible for maintaining a financial record, supervising the sale of advertisements, and informing the Board and General Manager of the financial status of the organization. The Business Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Faculty Advisor shall have signature authority over WCKS accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall hold a minimum of one (1) broadcast and/or journalism in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the University community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the General Manager, Business Manager, and/or Faculty Advisor, the General Manager, Business Manager and/or Faculty Advisor must be informed of the charges against them and must be allowed to address the SMAB on their own behalf.

5.10.6 GVTV – Grand Valley Television: Station Manager and Faculty Advisor

The Station Manager shall be responsible for assuring a balanced report of University activities and concerns, maintaining quality journalistic and broadcast practices, ensuring the station's compliance with established professional association guidelines, maintaining the station programming schedule, supervising and directing (with the staff) the station policies and procedures. The Station Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Faculty Advisor shall have signature authority over GVTV accounts and shall monitor and be accountable for all expenditures for student wages, supplies, and other expenses. The Faculty Advisor shall serve as a professional support person to maintain and/or improve the quality of the station. The Faculty Advisor shall hold a minimum of one (1) broadcast and/or journalism in-service program per semester for the station staff. The Faculty Advisor shall also act as liaison between the station and the university community, promoting the station's interests with faculty, staff and administration.

In the event of removal of the Station Manager and/or Faculty Advisor, the Station Manager and/or Faculty Advisor must be informed of the charges against him/her and must be allowed to address the SMAB on their own behalf.

5.10.7 Journalistic Responsibilities

The University supports the concept of fora through which students are able to communicate with each other as well as faculty, staff, and administration. Student media organizations should be responsible for insuring that balanced representation of views on crucial issues is accorded to all interested parties.

It is the responsibility of the student media organizations to be governed by the canons of responsible journalism. In addition, as established by the National Association of Broadcasters, the Society of Professional Journalists, and other ethical media standards for broadcast journalism and entertainment programs, shall be followed.

It is the responsibility of the student media organizations to strive to verify the accuracy of all printed and reported matters and to recognize that each publication or broadcast will be subject to the legal exigencies that may arise.

5.10.8 Authority of the University Board of Trustees

The SMAB reports to the Vice President for Student Affairs or their designee, who in turn reports to the President. Notwithstanding anything in the Operating Procedures, the University Board of Trustees has paramount authority.

5.10.9 Rules

Robert's Rules of Order, Revised, shall govern all proceedings except when they are inconsistent with rules established in these guidelines.

The Board shall meet:

1. At regularly established times – established each semester by a majority vote of the Board at its first meeting.
2. At the chairperson's request.
3. Within one (1) week of the chairperson's receipt of a petition requesting a meeting signed by three (3) members of the Board.

Two (2) consecutive absences may result in removal from the SMAB.

Vacancies created by removal of Board members will be filled from an existing nomination list, where possible. Where no nominees are listed, nominations will be solicited from the appropriate governance structure.

All members must be notified at least three (3) days prior to each meeting.

5.10.10 Amendments

Upon two-thirds vote of the Student Media Advisory Board, recommendations for amendment shall be to the Vice President for Student Affairs. Ultimate authority for approval of any amendment of the Operating Procedures is subject to the sole approval of the University's Board of Trustees.