



Minnesota State Colleges and Universities System Procedures Chapter 2 – Students

Procedure 2.3.1 Student Involvement in Decision-Making

Part 1. Introduction. The System values student participation and involvement. Student representatives are a part of decision-making on the Board of Trustees, at the system level and on campuses. Some issues require on-going student representation, and other issues require student consultation or review.

Subpart A. Campus Meetings. To provide a mechanism for student discussion, consultation and reviews, college and university administrators shall meet regularly with student representatives appointed by the campus student association(s). The chief campus administrator shall:

1. Meet with the campus student association(s) at least twice per semester to discuss issues of mutual concern brought forward by the student association or the administration;
2. Inform the campus student association of the subject of scheduled consultations or reviews at least a week in advance except under very unusual circumstances as reported to the Chancellor;
3. Structure the consultation process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.

Subpart B. System Meetings. At the system level, the Chancellor shall meet regularly with the statewide student association leadership. The purpose of these meetings is to provide information and to exchange views and concerns among administrators and students.

Part 2. Representation. Student representation, as used in Policy 2.3, means that students shall be given the opportunity to serve as full members of appropriate system, college or university committees through the entire process of that work group. *(Examples: such as but not limited to search committees for certain employees (e.g. senior administrators, student affairs /student development professionals), policy development committees, strategic planning committees, food service vendor selection committees, student insurance vendor selection committees, etc.)*

Part 3. Consultation and Review

Subpart A. Consultation. Consultation means that the administration seeks an opinion from the campus student association and considers that information in the decision-making process. Consultation includes presentation of materials, discussion and an opportunity for students to ask questions during a meeting. The consultation process is used to gather student input and/or recommendations and can provide a forum for developing agreements

between the administration and the student association. Prior to a consultation meeting, the student association is notified of the agenda items. Necessary background materials are provided in advance of the meeting except under very unusual circumstances as reported to the Chancellor. If the campus student association requests further information, a response shall be provided within a reasonable time period. If a resolution or agreement is proposed, the students association shall have a reasonable amount of time to discuss and consider the issue internally. *(Examples of issues requiring consultation: such as but not limited to consultation on a change in tuition or fees; agreement to establish an athletic fee, presidential exemption of fees, student life/activity fees, health fees, facility fee, parking fee, student wage rates, technology fee or non-curricular campus proposals that have significant impact on students.)*

When a college or university proposal requires consultation and approval by the Board of Trustees, the campus student association shall submit a letter stating the level of consultation and any position taken by the association on the issue. The letter shall be submitted to the Office of the Chancellor by the college or university president prior to initial consideration of the proposal, except under very unusual circumstances as reported to the Chancellor and the campus student association. *(Examples of issues requiring a letter to the Board from the campus student association include such issues as tuition changes, room and board rates, significant land purchases in accordance with Procedure 6.7.1, student union facility fees and food service contracts.)*

Subpart B. Review. A review is an information report by the administration and includes an opportunity for students to ask questions on the information presented. The review process requires a meeting to inform the student association of an issue of potential concern to the students. Prior to the meeting, the student association is notified of the agenda items. *(Examples: such as but not limited to the review of a campus bonding request that is being formulated, statute changes, personal property/service charges with substantial student impact (e.g. laptops), campus budget information, late fees, drop fees, experiential learning assessment fees, special event charges, residential learning community fee, remodeling and construction projects, and substantial changes to academic programs.)*

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Date and Subject of Revision:

1/24/07- This procedure was modified to reorganize the sections, to use language consistently and to provide minor editing. In addition, the modification clarified that issues of mutual concern may be raised by either administration or students, and that consultation occurs in a meeting setting.

11/6/01 – examples were expanded and the last paragraph under Subpart B was added.