COLLEGE OF ENGINEERING SENATOR

The role of the Utah State University Student Association (USUSA) Academic Senate is to enhance the quality of Academic life for the students of Utah State University. This will be accomplished through legislation initiated from the Academic Senate and through direct advocating to University Administration, College Deans and College Administration.

**Charter**

The main purpose of the Engineering Senator (hereafter, “the senator”) is to represent the undergraduate and graduate students in the College of Engineering. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from the senator by University and College of Engineering groups; but these matters, if not directly related to engineering students, should be considered secondary in importance.

I. duties:

1. The senator shall serve as a member of the USUSA Academic Senate and any appropriate committee, sub-committee, or board.
2. The senator shall actively participate in weekly Academic Senate meetings which will include, but not be limited to:
   a. Discuss current USUSA Legislation
   b. Discuss progress of senator’s legislative priorities, and
   c. Discuss college concerns and issues.
3. The senate shall post its weekly meeting agenda, at least one day in advance, for public viewing.
4. The senator shall meet with the Dean at least monthly.
5. The senator shall attend Department Head/Administrative Council, and other needed college administrative meetings to:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues.
   b. Report on college council progress
6. The College of Engineering Senator shall provide training and facilitate a smooth transition for the newly elected senator.
7. The senator shall see that dashboards and other appropriate records are kept and prepare a year-end report of College Council programs and issues.
8. Appoint a representative from the College of Engineering to sit on the Blue Goes Green grant selection committee.
9. Between the period of elections and inauguration, the senator shall meet regularly with the senator-elect in order to provide training, introductions to college administration and staff, and information on current college issues and agendas.
10. During the week of elections, the USUSA Engineering Senator will be the financial auditor for candidates running for that same position. In case of the officer re-running for the same position, a member of the elections committee will be the auditor.
11. Officer will adhere to university, divisional and departmental fiscal policies and procedures.

II. Programs Sponsored:
1. **College of Engineering Student Council:** The College of Engineering Senator shall appoint the College of Engineering Student Council President and assist the President in organizing the Council
   a. They shall conduct at least bi-monthly college council meetings.
   b. They shall discuss current USUSA legislation and senate legislative priorities and work with the council.
   c. They shall develop academic programs that promote their college and provide college specific opportunities for the students.
   d. They shall organize the council to address the following areas to assist correlation between the College of Engineering, USUSA offices, and University departments. Areas shall include but not be limited to:
      1. Service
      2. Academics
      3. Public Affairs & Marketing
      4. Engineers Week
      5. College Student Societies, Clubs, and Organizations.

III. Committee Assignments:
   1. Calendar Committee
   2. University Student Fee Board (USFB)
   3. USUSA Academic Opportunity Fund Committee
   4. USUSA Academic Senate
   5. USUSA Ad Hoc Committee Assignments
   6. USUSA Classroom Improvement Committee
   7. USUSA Computer Administrative Fee Committee (Chair)
   8. USUSA Sophomore Scholarship Committee

IV. Time Expectations:
   1. Officer will complete at least 2 hours daily in assigned office.
   2. Officer will complete 1 info booth hour weekly.
   3. Officer will complete at least 10 myVoice concerns weekly.

I hereby agree that I fully understand my charter and accept full responsibility for my duties as the USUSA Education Senator.

Printed Name: _____________________________

Signed: _________________________________

Date: ______________________