CAINE COLLEGE OF THE ARTS 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 Art Senator (hereafter, “The Senator”) is to represent the undergraduate students in the CCA. Various responsibilities, both outlined in this charter and otherwise, are imposed upon or will be expected from The Senator by University and CCA groups; but these matters, if not directly related to CCA 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 or sub-committee.
2. The Senator shall have the opportunity to run for the Senate Pro Tempore and act in behalf of the Academic Senate as a member of the Executive Council.
3. 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
   c. Discuss constituent concerns and issues
4. The Senator shall meet with the Dean of their college by means such as the Dean advises and as often as is needed to keep abreast of college issues and to update the Dean on your initiatives.
5. The Art senator can attend Department Head meetings at least once per month, and other needed college administrative meetings to:
   a. Discuss academic issues, student concerns, and keep abreast of college administration/faculty issues
   b. Report on Art Council progress
6. Create and Chair an Art Council and conduct, at minimum, bi-monthly Art council meetings
   a. Discuss current USUSA Academic Senate and Executive Council legislative priorities and work on council initiatives.
7. The Senator and the council shall develop and/or advance academic programs that promote the college and provide college-specific opportunities for the students.
8. The Senator is responsible for understanding all university student services and how they can benefit the students within the college, and distributing said knowledge throughout the student body of the college.
9. The Senator shall work with the Administrative Advisor of the College Ambassadors to help to include the Ambassadors and their knowledge and services into the Art Council’s initiatives.

10. The Senator shall periodically attend the meetings of the College ambassadors to aid better communication between The Senator and the ambassadors.

11. The Senator shall act as an academic ombudsman for the students within the college. The Senator will work with college administration and faculty, in behalf of the student, to achieve a just solution to problems.

12. The Senator shall organize opportunities to promote college unity and improve cooperation and communication among the various departments whether it is through the organization of an Arts Week, or by any other means.

13. The Senator shall provide training for the facilitation of a smooth transition for the newly elected senator.

14. He/she shall actively participate in any new senator retreat/workshop put on at the end of Spring Semester.

15. He/she shall prepare a year-end report of College Council programs and issues.

16. Appoint a representative from the Caine College of the Arts to sit on the Blue Goes Green grant selection committee.

17. He/she shall meet regularly with the newly elected Senator to ensure a proper transition and shall provide materials helpful to the new senator.

18. Officer will adhere to university, divisional, and departmental fiscal policies and procedures.

19. QPR Training- Officer will ensure that every member of their council or committee be QPR trained during the fall semester of the academic year.

20. The Senator shall meet Fall Semester with the financial officer within Business Services responsible for their college finances. The purpose of the meeting should be to discuss the use of course fees and/or differential tuition within their college. The financial officer within business services has access to how all of these funds were used within the college. A meeting enables the senator to advocate for proper use of funds and alerts the senator to take action should funds be mismanaged.

II. Programs Sponsored:

Art Council: The council shall be a committee consisting of, but not limited to, the following chairs: Executive Secretary, Clubs and Honors Societies, Activities, Faculty and Department Head Relations, Public Relations and ART Week Chair if necessary. The council shall also include representatives from each department that appoints an USUSA representative.

1. Student Arts Council Chair: This chair is to be the “right hand” to The Senator and is to direct all council meetings when The Senator is not present. This chair shall be in charge of keeping track of all council spending and shall have access to the p-card.
2. **Clubs and Honor Societies Specialist:** This member will be responsible for working with the P.R. Director to provide a means for CCA clubs and honor societies to publicize activities. He/she will also contact clubs and honor societies regarding college activities that may benefit their organization.

3. **Art Week Director:** In the event that The Senator chooses to organize an Arts Week, this chair shall be appointed and will be responsible for the planning and execution of Arts Week, including making assignments. He/she will work through The Senator to secure funds and ideas for the week, as well as presenting ideas to the Council for approval.

4. **Activities Specialist:** This chair is responsible for the planning and execution of any activities outside of Arts Week. The chair can secure funds for activities through The Senator.

5. **Faculty and Department Head Relations Liaison:** This chair is responsible for systematically contacting CCA department representatives regarding department-specific issues and ensuring representatives are attending meetings as needed. He/she shall keep The Senator updated about such issues in order to keep The Senator prepared to report at Department Head meetings if representatives are not fulfilling their responsibilities, this chair shall, with Council approval, appoint or request a new representative.

6. **Public Relations Director:** This chair is to work with all other council members to ensure proper publicity for all Arts Council activities. This chair will work with The Senator in assuring proper distribution of materials mentioned in section II, paragraph E in this charter.

7. **Graduate Representative** – The Arts Council Chair and Senator are to actively search for a graduate student willing to serve as a representative of the college’s graduate students. The Arts Council Chair and Senator shall work with the Graduate Studies Senator in this endeavor. If none are found after 7 weeks into fall semester that are willing to serve the Senator shall approach the Associate Dean of the CCA for guidance on the next course of action. The officer will appoint at least one graduate student in collaboration with the Graduate Studies Senator to their respective college council. This student will act as the liaison between the Graduate Student Council and their respective college council and administration.

8. **Community Outreach Specialist**—This chair shall gather and maintain information regarding individuals and organizations in the community who support the Arts and ensure their involvement in the activities and initiatives of the council. The Community Outreach Specialist shall also work closely with the Public Relations Director, the Senator, and CCA production services to devise marketing strategies that will encourage community participation at CCA events. In addition, the Community Outreach Specialist shall work with the Senator and members of the community to procure meaningful professional opportunities for CCA students.

### III. Committee Assignments:

1. USUSA Academic Senate
2. USUSAEC or AS Ad Hoc Committee Assignments
3. Student Activity Administrative Fee Committee
4. Music/Theater Student Administrative Fee Committee (Chair)
5. University Student Fee Board  
6. Academic Opportunity Fund Committee  
7. USUSA Classroom Improvement Committee  
8. USUSA Sophomore Scholarship Committee  
9. Caine College of the Arts Fine Arts Expansion Steering Committee  
10. Caine College of the Arts Dean’s Leadership Team  
11. Selected Search Committees  

IV. Time Expectations:  
A. Officer will complete office at least 2 hours daily in assigned office, for 10 hours a week unless approved by two SILC advisors and the USUSA Student Body President by 2/3 majority.  
B. Officer will complete 1 info booth hour weekly.  
C. Officer will respond to all assigned myVoice submissions weekly.  

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

Printed Name:__________________________  

Signed:________________________________  

Date:__________________________