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, when relevant, 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, and
   6. The senator shall provide training and facilitate a smooth transition for the newly elected senator.
   7. The senator shall see that appropriate records are kept and prepare a year-end report of College Council programs and issues.
   8. The senator shall appoint a representative from the College of Engineering to sit on the Blue Goes Green grant selection committee.
   9. The senator shall be the financial auditor for candidates running for that same position during the week of elections. In case of the officer re-running for the same position, a member of the elections co-chairs will be the auditor.
   10. The senator shall adhere to university, divisional and departmental fiscal policies and procedures.
   11. 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.

12. It is the responsibility of the senator to advocate for the concerns and interests of their unique constituency. When appropriate, this includes but is not limited to escalating these concerns to the following bodies: the Dean and college administration, the USUSA Student Advocate VP and other members of Executive Council, the Office of Student Affairs, and (if proven necessary) the Office of the President of the University.

II. Programs Sponsored:
   1. **College of Engineering Student Council:** The senator shall appoint the College of Engineering Student Council President and assist the President in organizing the Council. The purpose of this council is to actively improve the student experience in the College of Engineering and assist in implementing the Senator’s agenda.
      a. The council should include committees focusing on the key components of being an effective Senator in the College of Engineering – including, but not limited to: Retention, Clubs, Events, Advertising, and Student Advocacy
      b. They shall conduct at least bi-monthly college council meetings.
      c. They shall meet weekly with the Engineering Council advisor and council president.
      d. They shall discuss current USUSA legislation and senate legislative priorities and work with the council.
      e. They shall develop academic programs that promote their college and provide college specific opportunities for the students.
      f. They shall ensure that every member of their council or committee be QPR trained during the fall semester of the academic year.
      g. 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.

III. Committee Assignments:
   1. USUSA Academic Senate
   2. University Student Fee Board (USFB)
   3. USUSA Academic Opportunity Fund Committee
   4. USUSA Computer Administrative Fee Committee (Chair)
   5. USUSA Calendar Committee
   6. USUSA Classroom Improvement Fund Committee
   7. USUSA Sophomore Scholarship Committee
   8. USUSA Ad Hoc Committee Assignments
   9. College of Engineering Differential Tuition Advisory Board
   10. Tuition Review Committee or Facility Enhancement Committee, as assigned by the Executive VP
IV. Time Expectations:
   1. The senator shall complete 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. As part of these 10 hours, the senator shall:
      a. Complete a minimum of 2 hours weekly in a College of Engineering space.
      b. Complete 1 info booth hour weekly.
   2. The senator shall 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 Engineering Senator.

Printed Name:____________________________

Signed:__________________________________

Date:______________________