



Associated Students of Western Washington University
Structure and Program Advisory Committee Charge & Charter
October 2015⁴

I. CHARGE

This committee shall act as an advisory body to the AS Board of Directors regarding ~~matters~~ assessments of programs, services and recommendations of office structure, policies, procedures, and carry out the implementation of a thorough quadrennial assessment process. This is achieved by discussing topics including, but not limited to:

- Strategic outcomes and their development/implementation; personnel structures
- The modification of program mission statements
- Development of office/department assessment practices
- ~~Marketing and branding concerns~~
- Recommendations pertaining to a long-term strategy of an assessed office until its next assessment.

II. MEMBERSHIP

AS Assessment Coordinator (Chair)

Maximum of 32 AS Employees (not staff members of current year's SPAC offices)

~~A minimum of 43-5~~ Students-at-large (~~first priority goes to non-AS employees~~)

AS Vice President for Business & Operations (Board Advisor, Non-Voting)

Assistant Director of Student Activities Assistant Dean of Student Engagement/
Director of the Viking Union Facilities or Designee (Advisor, Non-Voting)

Secretary (~~as needed~~, Non-Voting)

III. CHAIR

The Chairperson shall be the AS Assessment Coordinator ~~Associate Director~~. The Chairperson shall convene the meetings, approve/develop agendas, and preside at all meetings. ~~The Vice-Chairperson shall be selected at the discretion of the committee and acts in the absence of the Chairperson.~~

IV. MEETINGS

Meetings shall be called by the Chair. The committee shall meet ~~on a weekly basis~~ This committee generally meets weekly starting late fall quarter and the meetings go throughout winter quarter. Meetings can be called on an as-needed basis spring quarter with a minimum of twenty-four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated, voting membership.

V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

VI. QUORUM

A majority of the seated voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

VII. SUBCOMMITTEES

In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure. Subcommittees will be expected to meet once a week in addition to attending SPAC meeting.

**VIII. RULES
OF OPERATION**

The committee may adopt and amend rules of operation governing its operation by a majority vote of the committee, subject to review or approval by the AS Board of Directors.

IX. AMENDMENTS

This Charter may be amended by a majority vote of the AS Board of Directors.

X. REPORTAGE

This committee shall report to the AS Board of Directors through the AS Assessment Coordinator and the ASVP for Business and Operations.