



Structure and Program Advisory Committee

Monday, November 3, 2014 4:30 p.m. MH115

- Members:** *Present:* Matt Smith (AS Assessment Coordinator, Chair); Hannah Pylate (Student-at-Large); Jonathan Franklin (Student-at-Large); Elsepth McGlockin (Student-at-Large); Mirabelle Blech (Disability Outreach Center Coordinator, AS Representative); Nidia Hernandez (AS Outdoor Center Marketing Coordinator, AS Representative)
- Advisors:** Lisa Rosenberg (Assistant Director for Student Activities); Chelsea Ghant (AS VP for Business and Operations);
- Secretary:** Emma J. Opsal (AS Board Assistant for Internal Committees)
- Missing:** Jacqueline Blacker (Student-at-Large)

Smith called the meeting to order at 4:33 p.m.

I. Welcome, Introductions – Tell us about yourself

Smith welcomed the committee to the meeting, thanking them for their participation in the committee. All the members shared their names, majors, preferred pronouns, and their reason for choosing the committee. They then shared photos from their smartphones, as an icebreaker activity.

II. Charge and Charter

A. Review Charge and Charter and Rules of Operations (Document 1)

Smith reviewed the Charge and Charter for the committee, explaining the function of the committee both specifically and generally. He discussed the role of students, both on campus, and on committees.

B. AS Program Standards (Document 2)

Smith reviewed the Program Standards for the AS, mentioning the sections relevant to the committee. He noted section 3 IV and the change from the Strengths Weaknesses Opportunities and Threats analysis to a Strengths Challenges Opportunities and Threats. He told the members of the vastness of the AS, and how it was better explained by the document

C. Strategic Plan (Document 3)

Smith showed the committee the Strategic Plan, and how it applied to the committee. He discussed the changes the AS was implementing, and the transparent and the collaborative nature of the AS. He talked about how the plan was to create a space accessible to students, through education, representation, empowerment, and programming reflecting their interests. He mentioned the AS's drive to be a change maker on campus, and how it wanted to be inclusive in all ways.

III. Expectations

A. How should we conduct business

Smith discussed the nature of the meetings, including the use of strict parliamentary procedure, such as calling the meeting to order, discussing one item at a time, and movements. He also stated he was going to try to maximize the informality of the meetings, so the conversation on each topic would be given more organic conversation. He did discuss a speakers list, in the case of a larger discussion, and the respect level needed in each meeting.

B. Timelines and Calendar Management

Smith reminded the committee to keep up with their schedules, and plan ahead, so they could all attend the upcoming committee meetings. He again mentioned the respect of each other's fellow committee members, and the professionalism for the committee.

IV. Committee Process Timeline

Smith showed the committee the calendar under which the SPAC process was going to be held. He talked deadlines, recommendations, and plans to implement the improvements. He talked about how the committee would approve the improvements before sending them to the AS Board. He talked about the fluctuations in the amount of work for the committee, with the busy times in the winter, and the low amount of work in the spring.

V. "What is the AS?"

Smith explained the AS in a more detailed way, so those who were new would understand more about it. He talked about the many services offered by the AS. He discussed the fees, and other ways it raised money to employ and provide programs for WWU students. He continued the discussion of the AS's drive for a more inclusive environment for all students. He talked about the guiding policies the committee would work with to complete the SPAC process. He talked about the various aspects of the organization, and how the committee would work in conjunction with the various offices and departments. He also highlighted the many offices, explaining their functions to the committee.

VI. History of the Assessment Process

Smith showed the committee which offices would be assessed in the upcoming year. Blech asked why the Publicity Center was being assessed for the second year in a row. Smith explained that due to the size, the publicity center needed the extra time to have a more complete the assessment process.

VII. Adjourn

The Meeting was adjourned at 5:57 p.m.