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**Memorandum**

**Code: AA-2009-2**

**Date:** January 14, 2009

**To:** Presidents

**From:** Allison G. Jones  
Assistant Vice Chancellor

**Subject: Local Responsibility for Student Participation in Policy Development**

Pursuant to Board of Trustees Student Participation in Policy Development resolution dated July 11, 2001, each campus is responsible for ensuring that associated student body organizations are involved in campus policy development as full participants. The Board of Trustee policy states the following:

*Associated student body organizations established at each university, as provided by Education Code Section 89300, shall serve as the official representative body of the students of that campus. The presidents will provide these officially recognized associated student body organizations an opportunity to offer opinions and make recommendations about campus policy and procedures that have or will have an effect upon students.*

*Nominations of student representatives to serve on campus-wide governance committees, campus-wide task forces, or other campus-wide advisory groups will be made by the appropriate officially recognized associated student body organization. Appointments are made by the University President. Campus Associated Students boards of directors and their subcommittees will continue their selection procedure under their current process as directed by their bylaws. This is not meant to supersede any current power delegated to the officially recognized student body organization granted either by executive order or university policy.*

For your reference, the complete Board of Trustees item may be viewed at the following link:

<http://www.calstate.edu/bot/agendas/jul01/EdPol.pdf>

Based on a recent survey of campus practices the Office of the Chancellor, in collaboration with the California State Student Association (CSSA), identified several campus policies that strengthened student participation in campus policy development. We are providing the following representative examples that campuses may want to

**CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

consider implementing to ensure that associated student body organizations are full participants in campus policy development:

- ◆ Include student governance language in campus administrative manuals or in specific committee charges.
- ◆ Include student governance language in the Academic Senate constitution and bylaws.
- ◆ Consider the participating students' academic schedules when setting campus committee meetings.
- ◆ Review the composition of campus committees to ensure a fair representation among students, faculty, and administrators.
- ◆ Develop campus procedures to track committees, taskforces, and commissions in order to keep the Associated Students organization apprised of vacant student positions.

To assist the Office of the Chancellor to continue to work with the CSSA on student participation in governance issues, please e-mail a copy of your campus' policy to Mr. Ray Murillo by February 15, 2009. Questions about student participation in governance policies and practices may be directed to Mr. Ray Murillo, Associate Director, Student Programs, Student Academic Support, at (562) 951-4707 or [rmurillo@calstate.edu](mailto:rmurillo@calstate.edu).

AGJ:rm

cc: Dr. Charles B. Reed, Chancellor  
Dr. Gary Reichard, Executive Vice Chancellor, Academic Affairs  
Mr. Richard West, Executive Vice Chancellor, Business and Finance (retired)  
Dr. Benjamin Quillian, Vice Chancellor, Business and Finance  
Mr. Ray Murillo, Associate Director, Student Programs  
Mr. Tim Snyder, Chairperson, CSSA  
Ms. Susana Gonzalez, Executive Director, CSSA  
Vice Presidents for Student Affairs  
Provosts and Vice Presidents for Academic Affairs  
Presidents, Associated Students