

**The Board of Trustees of
Claremont McKenna College**

Student Affairs Committee

Charter

As of January 3, 2020

Purpose:

The Student Affairs Committee (the “Committee”) is an advisory committee of the Board of Trustees that is responsible for educating and advising the Board of Trustees on a broad range of issues that affect student life generally, and individual students specifically, as CMC students endeavor to take advantage of the educational and co-curricular opportunities available to them as they seek to lead thoughtful and productive lives and pursue responsible leadership in business, government, and the professions.

In fulfilling this purpose, the Committee is guided foremost by the College’s Mission, Vision, and Ethics and Values:

Mission

“... to educate its students for thoughtful and productive lives and responsible leadership in business, government, and the professions ...”¹

Vision

To provide an undergraduate education that was a rationally balanced education to meet the political, economic, social, and cultural needs of students so as to prepare them for tomorrow’s world of affairs through the framework of a residential liberal arts college that is distinguished by its focused academic programs and its commitments to responsible leadership and research.²

Ethics and Values

A collective commitment to embed the respect and application of the highest ethical standards and the College’s core values into all of the College’s programs, functions, and operations, including:

- Emphasizing the core individual values and principles of academic freedom, freedom of expression, diversity of opinion, and civil discourse, and supporting these values through the corresponding institutional commitment to nonpartisanship;
- Providing an academic and residential environment in which all members of the CMC Community respect the rights of others, treat each other fairly and with respect, and embrace diversity and inclusion; and,

¹ See 2019 CMC Strategy Report at page 5.

² Id., at 2.

- Conducting all of our activities and interactions with regard to integrity, honesty, fairness, and respect for the rights of others.³

With that context, the Committee shall focus and organize its work to help ensure that:

- Consideration of the best interests of students is central to all of the Board's activities;
- The College's admission and financial aid programs and resources are aligned with and reinforce the College's distinctive mission and vision for undergraduate education;
- The Committee and the Board are educated with respect to the students attending CMC and that the College is providing appropriate programs and services to support students in their learning and development;
- The Committee and the Board are effectively supporting efforts to develop and sustain a campus climate that is focused on student engagement both inside and outside of the classroom; and,
- The Committee and the Board are effectively supporting efforts to promote the personal and professional development of all CMC students, including through internships and fellowships, graduate and professional school advising and placement, and career and employment advising and placement.

Structure of the Student Affairs Committee

1. Voting membership on the Committee shall be comprised of at least seven (7) Trustees, who shall be appointed at the Board's annual meeting on recommendation of the Board Affairs Committee.
2. Advisory membership on the Committee shall be comprised of:
 - a. Four (4) student representatives who shall be appointed at the Board's annual meeting based on the recommendation of the Vice President for Student Affairs, after consultation with ASCMC, to the Board Affairs Committee.
 - b. Two (2) faculty representatives, including at least one (1) representative from the College's Admission and Financial Aid Committee, who shall be appointed at the Board's annual meeting based on the recommendation of the Vice President for Academic Affairs, after consultation with the CMC faculty, to the Board Affairs Committee.
 - c. Such Life Trustees and other advisory members as the Board appoints at its annual meeting on the recommendation of the Board Affairs Committee.

³ See Interim Statement of Ethics and Values (insert link).

3. One or more voting members of the Committee shall be appointed by the Board to serve as Chair or Co-Chair of the Committee, as the case may be.
4. A majority of the number of voting members shall constitute a quorum for the transaction of business at any meeting of the Committee. Provided that a quorum is established, any matter for which a vote of the Committee is required shall be decided by a majority of the number of voting members participating in a meeting.
5. The Committee shall normally meet in person at least three occasions in each fiscal year, and may hold additional in-person or telephonic meetings when called by the Chair or any Co-Chair.
6. The Vice President for Student Affairs shall provide primary staff support for the Committee.
7. The Committee shall maintain a standing Subcommittee on Admission and Financial Aid, whose structure and responsibilities are set forth in Appendix A.
8. The Committee may form other advisory subcommittees for any purpose within the scope of this Charter.

Responsibilities with respect to Student Affairs

1. The Committee shall represent students' interests in the policy-making activities of the Board of Trustees. Boards make few decisions that do not affect students. To that end the Committee shall:
 - a. Review and recommend to the Board of Trustees for approval institutional policies that directly and materially affect student affairs and residential life at the College.
 - b. Ensure that student interests are considered when other standing committees of the Board make decisions that impact students, such as those related to the academic program, the approval of tuition and fees, and campus facilities.
2. The Committee shall provide oversight with respect a broad range of student programs and services, including, but not limited to those programs and services that are managed or administered through:
 - a. The Office of the Dean of Students;
 - b. The Department of Athletics, Recreation, and Physical Education; and,
 - c. The Soll Center for Student Opportunity.

Responsibilities with respect to Admission and Financial Aid

1. The Committee shall have the primarily responsibility for ensuring that the College's admission and financial aid policies and programs are effectively and efficiently serving the mission of the College.

2. Toward this end, the Committee's responsibilities will be organized with respect to:
 - a. Those topics that fall under the oversight of the Committee as a whole; and,
 - b. Those topics that fall under the oversight of the Subcommittee on Admission and Financial Aid, which are set forth in Appendix A.
3. The Committee shall be responsible for overseeing the marketing and promotion of the College to prospective students and families to ensure that these activities are effectively promoting the College's mission and strategic goals.
4. The Committee shall be responsible for reviewing key data and statistics related to quality and effectiveness of the admission and financial aid programs.

APPENDIX A

Student Affairs Committee

Subcommittee on Admission and Financial Aid

Charter

As of January 3, 2020

Structure

1. The Subcommittee on Admission and Financial Aid shall be comprised of at least three (3) but not more than five (5) Trustees, including the chair or member of each of the Student Affairs, Finance, and Audit and Compliance Committees.
2. One or more members of the Subcommittee shall be appointed by the Board to serve as Chair or Co-Chair of the Subcommittee, as the case may be.
3. A majority of the members shall constitute a quorum for the transaction of business at any meeting of the Subcommittee. Provided that a quorum is established, any matter for which a vote of the Subcommittee is required shall be decided by a majority of the number of members participating in a meeting.
4. The Subcommittee shall generally meet at least on at least two occasions during the fiscal year as follows:
 - a) The Subcommittee shall normally meet at the conclusion of the fall semester, in or about the second or third week of December, to review the comprehensive annual report of strategic indicators for admission financial aid, which help the Subcommittee track the College's performance and outcomes relative to the Board's Guidelines for Admission and Financial Aid. In addition, the Subcommittee can receive a report on the current year's admission cycle, including the

preliminary outcomes after ED1 and to review the Office of Admission's priorities strategies for continuing to shape the class through ED2 and Regular Decision.

- b) The Subcommittee shall normally meet in the spring semester, at the conclusion of that year's admission cycle, to facilitate planning for the subsequent year's admission cycle. Key topics for the spring meeting may include emerging geographic recruitment and financial aid trends and potential legislative changes. The spring meeting also provides an important opportunity to de-brief on key issues that were identified during that year's admission cycle and to identify areas where we may need to modify or adjust the College's priorities and strategies in the upcoming year.

The Chair or Vice-Chair of the Subcommittee may also call for other special in-person or teleconference meetings as may be necessary and appropriate.

5. The Associate Vice President for Admission and Financial Aid shall provide primary staff support for the Subcommittee.

Responsibilities

1. The Subcommittee shall be responsible for the ongoing oversight and monitoring of the admission and financial aid policies and guidelines established by the Board of Trustees, and for reviewing and recommending to the Board of Trustees for approval all material policies and programs related to admission and financial aid.

Other Provisions

1. The Chair or any Co-Chair of the Committee and the Chair or any Co-Chair of the Subcommittee shall report regularly to the Board on any significant matters arising from the respective work of the Committee and the Subcommittee.
2. The Committee shall review this Charter periodically and, if appropriate, recommend proposed changes to the Board Affairs Committee for its review and recommendation to the Board of Trustees.

Proposed Subcommittee Membership

- a. Trustees: Klein (Chair); Hetz; McGee Brown; Soll; and Valach
- b. Primary Staff: Sandoval-Dancs
- c. Staff as needed (TBD): Basso (Student Affairs); Bibbens (Audit and Compliance); and, Rodgers (Finance)
- d. As Needed Staff: Dean of the Faculty (Academic Affairs); Perkins-Jasper (Athletics); Chamberlain or Rutter (College Advancement)
- e. "Copied:" Mgrublian; Chodosh