



Guidelines for Student Representatives on Systemwide Academic Senate Committees

As a student representative, you play an important role in ensuring student voices are considered in the deliberations of the Academic Senate. Below are general guidelines and expectations of the responsibilities you hold in bringing a student perspective to Senate committee work.

1. Role and Term of Service

- Student representatives are **appointed for a one-year term** and serve as non-voting participants in Senate committee meetings, in accordance with [Senate Bylaw 128.E](#).
- Your primary role is to represent student interests and perspectives. You are encouraged to **solicit feedback from your campus and systemwide peers** on general student-related issues under review by the committee.

2. Attendance and Participation

- **Attendance at scheduled committee meetings** is required. Regular attendance ensures that the student voice is consistently heard and allows your contributions to be meaningful.
- **Active participation** during discussions is encouraged. You are expected to be prepared for meetings, having reviewed the agenda and materials in advance.
- Most meetings are held via Zoom videoconference, and remote participation options are available for in-person meetings. If remote participation is your preferred arrangement, please inform the committee analyst ahead of time.
- We understand as students you may face academic or personal commitments that could have an impact on your attendance. **Accommodations** can be made where needed, so be sure to clearly communicate your requests with the committee leadership and analyst.

3. Confidentiality and Communication

- Per the [Guidelines for Systemwide Senate Committees](#), all committee agendas, email correspondence, working papers, and resource documents are assumed to be **privileged materials for the sole use of the intended recipients unless otherwise stated**. If you wish to share specific committee discussions or sensitive information with your peers or others, please contact the committee chair or analyst for guidance on what can be shared.
- Student representatives and other non-Senate faculty members typically do not attend **executive sessions** but may be invited by a majority vote of the committee.

4. Notification of Absence

- If you are unable to attend a committee meeting, please notify the committee analyst and chair **as early as possible**. Ideally, notifications should be made at least 48 hours in advance for Zoom meetings, and one week in advance for in-person meetings, unless there is an emergency.

5. Engagement Between Meetings

- We encourage you to review the meeting materials and share any input with the chair and committee analyst before or after scheduled meetings.

6. Potential for Dismissal

- Failure to attend a **minimum of 50% of scheduled committee meetings**, or **repeated unexcused absences** where the committee chair and analyst are not notified in advance may result in your student membership being revoked.
- **Breach of confidentiality** by sharing sensitive committee information without prior approval is also grounds for dismissal from the committee.