Admissions, Enrollment Management & Student Affairs
Operating Policy and Procedure

SON OP: 60.130 Regional Campus Student Services Fee Committee

PURPOSE: The purpose of the Regional Student Services Fee Committee(s) policy is to provide a formal process on each campus to manage the decision making process for the development of an annual budget for the spending of the annual student services fees.

REVIEW: The OP shall be reviewed by the Associate Dean of Admissions, Enrollment Management and Student Affairs by September 1st of odd numbered years with recommendations for revisions forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

1.0 Policy
In support of the Texas Administrative Code 54.503, Student Services Fees, the TTUHSC School of Nursing will establish a Student Services Fee Committee on each regional campus to oversee the identification of student need and allocation of funds on an annual basis.

2.0 Procedure
1. The makeup of the Regional Campus Student Services Fee Committee(s) will consist of the following positions:
   - Regional Dean
   - Campus Staff Member
   - Traditional BSN Faculty Member
   - Associate Dean – Student Affairs
   - Student – Level II
   - Student – Level III
   - Student – Level IV
   - Online Student Representative

2. Each fall semester, students will be identified to serve on the committee. Recommendations from the level lead faculty will be requested and students contacted by staff to see if they are interested in serving.

3. The timeframe for students serving is for one academic year (September – August). With the rotation of students, each semester a Level II student will be identified to serve. The student can serve until they successfully graduate from the program.

4. If for some reason a student is unable to meet the annual commitment of serving, a replacement student will be identified.

5. The committee will meet once per semester.

6. Each spring semester, the committee will develop and approve a proposed budget for the use of Student Services’ Fees for the regional campus.

7. The committee will solicit input from the student body as well as faculty on the needs of the students and support the regional campus can provide each academic year; utilizing the allocated student services fee dollars.

8. A majority vote is required for the proposed budget each year.

9. The budget is then finalized and forwarded to the appropriate HSC division by March of each academic year.