ASUCSD Student-Initiated Access Programs and Services Charter

[Ap 2007-12-05, Am 2009-12-2]

ARTICLE I – NAME
The name of this committee shall be the "ASUCSD Student-Initiated Access Programs and Services" herein referred to as "SIAPS."

ARTICLE II – MISSION STATEMENT
SIAPS serves to encourage and support creative student-initiated programs and services that increase access to higher education for historically underrepresented and underserved students. Through affirming identities, developing academic success, and providing resources, SIAPS shall empower students to create profound changes in their communities and in the world. SIAPS is committed to supporting all student efforts that match this purpose at the University of California, San Diego.

ARTICLE III – OURSTORY
As a committee, it is important to recognize that the funds allocated to create SIAPS were a student struggle. The passage of Proposition 209 in 1996, which eliminated affirmative action in the State of California, resulted in a decrease in admissions of underrepresented students to the University of California. In immediate response to this decrease, concerned students with the aid of the University of California Student Association demanded and won funding for student-initiated outreach. Students, then, worked to make sure this money would be under student control at each University of California campus. At the University of California, San Diego, the funds were allocated to the Associated Students, as they were the representative student government with access to administrative personnel and physical space. The Associated Students, in recognition of the efforts to secure funds, created SIAPS as an autonomous body to allocate these funds. In 2001 the allocation of one million dollars system wide for student initiated outreach and recruitment prompted incorporation with the ASUCSD. This charter outlines the working relationship SIAPS and ASUCSD will have from 2002 onward.

In the Spring of 2007, the member organizations of the Student Affirmative Action Committee (SAAC), Student Initiated Access Programs and Services (formerly known as Student Initiated Outreach and Recruitment Commission) and the Academic Success Program, banded together to support student initiated retention and access to higher education efforts. Dwindling state funding and the impending opening of a student run access and retention center prompted students to take matters into their own hands. The PULSE Referendum (Promoting Understanding and Learning through Service and Education) was approved by a majority of the student body in order to secure funding for SIAPS, ASP and SPACES.

ARTICLE IV – SIAPS
Section 1. Membership
The membership of the Student-Initiated Access Programs and Services (SIAPS) shall be comprised only of registered UCSD students.

Section 2. Terms of Office
Terms of office shall begin sixth week of spring quarter and end tenth week, spring quarter, of the following year.

Section 3. General Duties
Each member shall produce an end-of-the-year report detailing his or her activity for the year. Each steering committee member shall share equal responsibility in the operation of SIAPS and its decisions.

Section 4. Composition

A. **Committee Structure**
   1. Steering Component
   2. CORE Component
   3. Affiliate Component
   4. Administrative Component
   5. Steering Committee
   6. Access Council
B. **Steering Component**
   The Steering Component shall consist of the following appointed positions:
   1. **(2) Co-Coordinators**
      General Duties:
      a. Shall coordinate meeting space and time for all meetings of SIAPS and SPACES, including regular meetings according to the guidelines specified within this document;
      b. Shall coordinate SIAPS Steering Committee meetings and retreats;
      c. Shall maintain Accountability with SIAPS Steering Committee;
      d. Shall act as the contact person on all SIAPS and SPACES matters, with proper delegation of matters to appropriate members;
      e. Shall provide leadership and developmental support of year-long access programs through trainings, workshops, and logistical support;
      f. With the Director of Local Affairs, shall collaborate with entities on campus focusing on access in order to collaborate on materials, training, and general support such as TRiO, Early Academic Outreach Program, CREATE, and Cal-Soap;
      g. Shall oversee and assist in the coordination of the Overnight and Summer Summit Programs;
      h. Shall collaborate with the ASP Co-Coordinators to transition admitted high school seniors into retention programs;
      i. Shall take, manage and organize minutes from SIAPS meetings;
      j. Maintain records of SIAPS representative attendance;
      k. Assist in the proposal development for year-long access programs of CORE organizations;
      Financial Duties
      a. With the Director of Financial Affairs, shall plan and organize budget oversight training for the SIAPS Steering Committees;
      b. Shall assist the Director of Financial Affairs in budget development;
      c. Shall follow-up on the allocation of SIAPS funding once the program has been funded;
C. **CORE (Community Outreach and Recruitment to Empower) Component**
   The CORE Component shall consist of elected representatives from the following organizations that have exhibited a traditional interest and dedication to outreach and recruitment of educationally disadvantaged students:
   1. The following Student Affirmative Action Committee (SAAC) organizations:
      a. Black Student Union (BSU)
      b. Asian Pacific-Islander Student Alliance (APSA)
      c. Kaibigang Pilipino (KP)
      d. Movimiento Estudiantil Chicano de Aztlan (MEChA)
      e. Queer People of Color (QPOC)
   2. Other Campus Organizations
   Each member shall act as a liaison between her/his organization and SIAPS. Failure to attend 70% of SIAPS meetings for two quarters shall result in 'CORE' status being replaced with

'Affiliate' status. As a requirement of 'CORE' status, organizations must submit quarterly and yearly reports about their access programs;

D. Affiliate Component

The Affiliate Committee is open to elected representatives from:
1. Any registered UCSD organization
2. The 6 Colleges

Organizations requesting Affiliate status shall submit an application and constitution. The SIAPS Steering Committee shall vote to award Affiliate status based on the organization demonstrating an unmet need in their target community. Affiliates are nonvoting members. The affiliate organization must endure a three quarter evaluation with the SIAPS Steering Committee in which the organization will attempt to prove its commitment to the mission of SIAPS. At the end of the affiliate organization's three quarter evaluation process, the SIAPS Steering Committee shall decide to either accept to the organization the CORE status or defer the organization for another three quarter evaluation process.

E. Administrative Component

The purpose of this ex-officio committee is to ensure that student-initiated outreach conducted through programs will target schools that have not been adequately targeted. This committee will also serve to avoid the overlapping of SIAPS funded outreach programs with those administratively run programs already in existence.

1. Administrative Support – In support of student-initiated and student run programs addressing student recruitment efforts, the UC San Diego administration will share information and data with SIAPS regarding applications, yield on effort, admissions, and graduation rates. The administration will encourage coordination between programs housed under SIAPS and other on-campus recruitment services and programs.
2. Composition - The Administrative Committee shall be comprised of individuals with skills and expertise that can enhance the work and support of SIAPS and should come from but not be limited from the following office:
   a. Office of Academic Support and Instructional Services (OASIS);
   b. TRiO;
   c. Early Academic Outreach Program;
   d. Campus Community Centers (Cross Cultural Center, Women's Center, Lesbian Gay Bisexual Transgender Resource Center);
   e. Chicano/a and Latino/a Arts and Humanities;
   f. African-American Studies Minor;
   g. Office of the Vice Chancellor of Student Affairs;
   h. Office of Admissions and Relations with Schools;
   i. Center for Research in Educational Excellence in Teacher Education (CREATE);
   j. Any other interested University Bodies approved by SIAPS Co-Coordinators;
3. Terms – Terms shall commence on July 1 and terminate on June 30 of the subsequent year. Spring quarter shall serve as a transition period in which incoming members shall shadow their preceding representative.
4. Appointees - The appointees from each of the offices must meet the following criteria:
   a. Be familiar and sensitive to the issues addressed by SIAPS.
   b. Have experience working with the student population.
5. Responsibilities – The appointees from each administrative office:
   a. Shall act at the liaison between SIAPS and administrative offices.
   b. Shall be responsible for attending monthly SIAPS meetings.
   c. Shall be responsible for submitting to their respective offices an update based on information obtained at the monthly SIAPS meetings

6. Voting Rights – The appointees from each office will have non-voting status. Also, the appointees can attend any SIAPS meeting, except when deemed closed by the Steering Committee.

F. **Steering Committee**

The SIAPS Steering Committee shall be the governing body which conducts regular business of the commission. Members shall work collaboratively to create creative student-initiated programs that focus on access to higher education for disadvantaged students. Members shall uphold accountability of all student-initiated projects funded under SIAPS, while ensuring that the missions of SIAPS and SPACES are carried out;

1. SIAPS CORE Component (SIAPS Representative)
2. SIAPS Steering Component

G. **Access Council**

The Access Council shall serve as a venue for planning, troubleshooting, and evaluating existing access projects. Members on this council shall also ensure that projects, events, and activities funded by SIAPS will uphold the SIAPS and SPACES mission statements and reflect the SIAPS funding guidelines as stated in Article VI.

1. SIAPS CORE Component (SIAPS Representatives)
2. SPACES Access Interns
   a. API Access Coordinator
   b. BSU SEMPORA Access Coordinator
   c. Community College Access Coordinator
   d. Four Directions Native American Access Coordinator
   e. KP CORE Coordinator
   f. MEChA Raza Youth Empowerment Coordinator
   g. QPOC We Are Family Access Coordinator

Section 5. Appointment of Co-Coordinator

A. **Selection Committee**

The SIAPS Selection Committee shall be chaired by the outgoing SPACES Board of Directors consisting of:

1. The Asian Pacific-Islander Student Alliance (APSA) Chair;
2. The Black Student Union (BSU) Chair;
3. Kaibigang Pilipino (KP) Chair;
4. Movimiento Estudiantil Chicana y Chicano de Aztlan (MEChA) Chair;
5. Queer People of Color (QPOC) Chair;
6. Associate Vice President of Diversity;
7. Student Affirmative Action Committee Chair;
8. AS President (ex-officio/non-voting);
9. SPACES Co-Directors: (4)
10. ASP Co-Coordinators: (2)
11. SIAPS Co-Coordinators: (2)

B. **Job Card, Working Title, Classification**

1. Any changes made to the job card, working title, and/or classifications shall be made with the approval of the Board of Directors.
2. The job card, working title, and classification for all newly created positions shall be approved by the Board of Directors.

      3.

  C. Vacancy and Appointment
1. There shall be one regular appointment period each academic year.
2. The SIAPS Co-Coordinators shall be appointed by 5th week of every Spring Quarter for the following school year.
3. All appointments shall be officially submitted for approval by the Associated Student Council no later than 7th week Spring quarter.

Section 6. Multiple Terms

SIAPS members may serve up to two terms. Intended returning SIAPS members must reapply according to appointment process outlined in Article V, Section 5.

Section 7. Impeachment

Any SIAPS member may be removed if (s)he has repeatedly violated the SIAPS Charter. Recommendations for any removal of a SIAPS member may be submitted to the respective governing body overseeing the removal process.
- A. SPACES Board of Directors shall initiate and oversee the removal of SIAPS Co-Coordinator.
- B. Removal must be approved by ¾ of the SPACES Board of Directors.

ARTICLE V – MEETINGS & QUORUM

Section 1. Regular Meetings

- A. The SIAPS Steering Committee shall comprised of the CORE Component and the Steering Component, which shall meet every odd week of the quarter to vote on funding proposals and conduct regular businesses.
- B. The Steering Component shall meet with the Access Council every even week of the quarter, excluding the summer quarter.
- C. The Access Council shall be comprised of the SIAPS Steering Component, SIAPS CORE Component (SIAPS Representative), and an additional representative from each CORE Organization. A minimum of two representatives are required to be present at the Access Council.
- D. The Steering Component shall meet with the Administrative Component outside of the regularly designated meeting time and place once a month.
- E. All meeting times and locations shall be scheduled by the Co-Coordinators, and agreed upon by all committee members.
- F. Meeting times shall be scheduled during the 1st and 10th weeks of each quarter.
- G. All meetings can be adjourned and reconvened at a different time with a simple majority vote of SIAPS members present at the meeting.

Section 2. Special Meetings

- A. Special meetings include:
    1. Member selection process
    2. Funding allocation process
    3. Appeals hearing
    4. Removals
    5. Reappointment process
    6. Grant application process
- B. Any committee member may call a special meeting at any time.
- C. Special meetings shall be closed meetings unless otherwise specified.
- D. It shall be the responsibility of the Co-Coordinators to notify members of the date, time, and location of the meeting.

Section 3. Closed Meetings

A. All regular committee meetings for Steering and CORE Components on SIAPS shall be open meeting, unless otherwise specified by SIAPS.
B. Closed meetings can be designated and conducted by a unanimous vote of Steering and CORE SIAPS members.
C. Closed meetings may be held to discuss financial and personnel matters only.

Section 4. Quorum
A. Quorum is defined as 50% plus one of the SIAPS voting members required to be at that meeting.
B. Business may not be conducted without the presence of quorum.
C. The facilitator/s of the meeting shall verify the presence or absence of quorum throughout the meeting.

Section 5. Voting
A. All decisions made by SIAPS, unless otherwise specified, shall be approved by a 50% + 1.
B. The SIAPS Co-Coordinators shall receive one vote and each CORE Component member shall have one vote.

Section 6. Agenda
A. The Co-Coordinators shall prepare agendas for SIAPS meetings and assist the SPACES Co-Directors in preparing agendas for SPACES meetings.
B. Agenda shall be submitted via email by the SIAPS Co-Coordinators for committee modification at least one (1) day prior to committee meetings.
C. Agenda items can be added or subtracted at the discretion of committee members.
D. Final approval of the agenda shall be made at the beginning of each regular meeting.
E. Appeals, hearings, removals, and reappointment shall be conducted as a part of regular meeting agendas.

Section 7. Attendance
A. Attendance is maintained by the SIAPS Co-Coordinators at the beginning and end of each SIAPS Steering Committee and Access Council meeting.
B. Attendance is defined as presence within the first ten minutes of the meeting and throughout the duration of the meeting.
C. Attendance at SIAPS meetings is mandatory. If the CORE organization's representative cannot make the meeting, it is the organization's responsibility to find someone to represent the organization.
D. In the event that any SIAPS member is absent from 2 SIAPS meetings within a quarter, the SIAPS Co-Coordinators shall propose to the SIAPS Steering Committee that the organization shall lose its' voting right and potential 25% cut based off previous year's budget if deemed appropriate by the SIAPS Steering Committee.
E. In order to regain voting status, the organization must endure a 10 weeks evaluation procedure with the SIAPS Steering Committee in which the organization will attempt to prove its commitment to the mission of SIAPS.

Section 8. Guests
A. Guests are invited to all open meetings of SIAPS, unless specified.
B. Guests shall be given the opportunity to speak during a specified time.
C. At all other times, the guest must be recognized by the SIAPS Co-Coordinators in order to speak.

ARTICLE VI – SIAPS Funding
   A.   **SIAPS Annual Budget**
   1. The SIAPS Annual Budget shall be approved by the SPACES Board of Directors.
   2. The SIAPS Annual Budget for the forthcoming school year shall be presented to and approved by the A.S Council by 7th week of the preceding Spring Quarter.
   3. All unused funding by the close of the fiscal year shall be reallocated to SIAPS.
   4. All funds made available to SIAPS for the following academic year shall be made available for use immediately on July 1st, the day of the fiscal year.
   B.   **SIAPS Funding Process**
   1. All Proposals for funding shall be submitted 3 weeks prior to the program/event to the SPACES advisor.
   2. Any access to higher education/academic preparation project of a registered student organization shall be considered for funding by SIAPS.
   3. All proposals shall follow the guidelines and procedures outlined in the Funding Handbook.
   C. **General Program Guidelines**
   A.   The program, activity, or service shall be entirely student-initiated, student-run, and focus on increasing access to higher education to educationally disadvantaged students.
   B.   Activities must include academic preparation efforts that contribute to increasing the academic achievement of educationally and or economically disadvantaged students to encourage achieving eligibility for college and university admission.
   C.   Activities shall focus on the mentorship of junior high, high school, and community college students from underserved schools.
   D.   Applicants shall collaborate and maintain communication with the SIAPS Access Council to coordinate activities to optimize the value of student led efforts.
   E.   Activities shall include a framework for accountability, both financial and programmatic that adheres to the University policies and procedures.
   1. Program must include the following elements:
      i.   A-G requirements
      ii.   Study Skills
      iii.   College Application Process
      iv.   Choosing a College and Major
      v.   Financial Aid
      vi.   College Experience
   2. Programs should utilize the resources of the following UCSD organizations:
      i.   SPACES
      ii.   Cross Cultural Center
      iii.   LGBT Resource Center
      iv.   Women's Center
      v.   OASIS
      vi.   Office of Admission and Relations with Schools
   F.   Activities reports must include an evaluation, the results of which will be included in UC San Diego SPACES annual report that is submitted to the Associated Students UCSD, Vice Chancellor Student Affairs, UC Office of the President, and the State Legislature.

   G.   Educationally disadvantaged students include those who:
   1.   Lack materials
   2.   Lack AP courses

3. Lack college preparedness
4. Lack service/informational offices
5. Lack efficient computer labs
6. Attend schools with low per pupil expenditure
7. Attend schools who historically discriminate through tracking
8. Are Socio-economically disadvantaged
9. Participate in free lunch programs
10. Lack cultural resources to provide multicultural curriculums
11. Are or will be first generation college students
12. Are or will be non-traditional student (Veteran, Returning…)
13. Are disabled students

H. Failure to abide by SIAPS General Program Guidelines shall result in a full refund of the originally allocated funding.
I. Things that should be taken into consideration by the requesting organization:
   1. Perceived effectiveness of proposed program relative to existing student-initiated outreach and recruitment efforts.
   2. Collaboration with other existing programs, but not duplication.
   3. Potential efficiency and creative use of funds.
   4. Likelihood that proposed programs will accomplish objectives if funded.
   5. Collaboration with schools that have not yet been outreached to through UC outreach efforts.
J. All funding guidelines and procedures shall be outlined in the SPACES Funding Handbook and shall be made available for distribution.

ARTICLE VII – AMENDMENTS
A. A two-thirds (2/3) vote of the SPACES Board of Directors is necessary to ratify this Charter.
B. A two-thirds (2/3) vote of the SPACES Board of Directors shall be necessary to amend this Charter.