

Use of SPSF Funds for Programs for Students

Background

UT Board of Trustees Policy BT0011, the Policy on a Student Programs and Services Fee, provides that expenses relating to student programs funded by the Student Programs and Services Fee (SPSF) must be organized or operated under the auspices of the Chief Student Affairs Officer. Such University-sponsored programming for students is an essential part of the educational process for students at the University. This procedure outlines ways in which the Vice Chancellor for Enrollment Management and Student Affairs (VC-EMSA) will involve students concerning programs formerly organized by student programming boards and registered student organizations, termed “student-organized programming,” under the version of the Policy in effect on February 28, 2019. For the purposes of this procedure, such programs are termed “programs for students.” This procedure applies to programs for students funded by SPSF that occur on or after January 1, 2020 at the University of Tennessee at Chattanooga.

Each year, 75% of the SPSF funding allotted for programs for students will be designated for the Office of Student and Family Engagement. This office is tasked with developing a comprehensive calendar of engaging programs for students each semester that advances the University’s educational mission and reflects the diversity of our students’ interests. The remaining 25% of this funding will be made available to other offices and departments within the Division of EMSA to fund additional programs for students that will further enhance the student experience at UTC.

Role of the Vice Chancellor for EMSA

To ensure compliance with the Board’s Policy, the VC-EMSA will decide which programs for students will have value to the University’s students from the perspective of educating and retaining students and, accordingly, which programs for students the Division of EMSA will organize and operate, as well as the amount of SPSF funds that will be spent on such programs for students. The Vice Chancellor will ensure that SPSF funds are not spent on any programs sponsored or co-sponsored by students or registered student organizations.

Student Involvement

Providing Input on Topics of Interests to Students The Division of EMSA will use a variety of methods to gather input about general topics of interest to students that may have educational value, including, but not limited to, periodic interest surveys, focus groups, listening sessions and program suggestions submitted by individual students in an online format, provided there is no circumvention of the prohibition on using SPSF funds for programs sponsored or co-sponsored by students or registered student organizations. The Division of EMSA will confer with the presidents of the Student Government Association and the Graduate Student Association or their designees about the content of any survey prior to conducting a survey. When conducting a survey, the Division of EMSA will electronically distribute the survey to all students who have paid the SPSF for that current semester. The Division of EMSA may employ students to assist with designing the surveys and/or interpreting the results gathered through the other methods referenced above.

Providing Feedback on Slate of Program Options The Office of Student and Family Engagement will develop a slate of program options each semester taking into consideration the aforementioned student input gathered through the methods listed previously. A group of students employed by the Office will help interpret the feedback gathered and develop the final slate of program options presented. These students will serve in an advisory capacity to the VC-EMSA regarding the Office's proposed slate. The VC-EMSA will evaluate the options presented and consider the input of those students when making final programming decisions.

Funding requests from EMSA offices and/or departments to support additional programs for students will be evaluated by the VC-EMSA in consultation with the presidents of the Student Government Association and the Graduate Student Association or their designees. Final funding decisions will be made by the VC-EMSA and communicated to the respective unit(s) within the Division of EMSA that will plan and execute each program.

Being Involved with Program Planning, Organization and Execution EMSA Offices and departments hosting programs for students funded by SPSF are encouraged to involve student volunteers and/or student employees to help plan, organize and execute events.

Providing Post-Program Feedback The Division of EMSA may seek feedback from students concerning specific programs funded by SPSF after the programs have occurred.

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