

COSAF Subcommittees

2018-19

Subcommittee	Subcommittee Mission	Council Goal	How Council Goal is Achieved
<p>STUDENT SERVICE FEE</p> <p>(6 members)</p>	<p>Appoint a Chair to oversee committee function.</p> <p>Become familiar with Student Services Fee guidelines as outlined by UC Regents.</p> <p>Apply this knowledge while reviewing budget and programming data provided by each Student Services Fee recipient on campus.</p> <p>Rank a top 10 list of recommended departments/units to present to the Council.</p> <p>Announce the top 10 list to the Council along with a brief overview and rationale for choosing each department/unit.</p>	<p>Of the top 10 departments/units recommended by the Subcommittee, the Council chooses top 5 fee recipients to present during Spring Quarter.</p> <p>Council provides written comments on each of the 5 presentations, with recommendations to the VC of Student Affairs and VC of Finance, Operations & Administration.</p>	<ul style="list-style-type: none"> • Subcommittee meets regularly during Fall Quarter to review Student Services Fee templates. • Subcommittee ranks a priority of top 10 departments/units using a Qualtrics survey or in-person discussion. • Council reviews feedback from the Subcommittee and ranks top 5 departments/units, using a Qualtrics survey, including additional questions for each department/unit. • Top 5 are chosen. Additional questions are sent to the departments/units. Presentations are scheduled over 2 meetings in the Spring Quarter to answer Council questions. • Written comments are gathered by the Council and presented in the year-end COSAF Advisory Letter and Annual Report.
<p>STUDENT PROGRAMMING FUNDS</p> <p>(5 members)</p>	<p>Appoint a Chair to oversee committee function.</p> <p>Become familiar with the current Student Programming Fund top 4 priorities for funding.</p> <p>Make recommendations to update the 4 priorities for the following year.</p> <p>After application closing date of October 7, review all applications and provide a point value based on how each application meets the 4 priorities.</p> <p>Deliberate and finalize funding approvals.</p>	<p>Listen to applicant presentations, asking additional questions as needed to better understand the program/event purpose.</p> <p>Provide recommendations to the Subcommittee using an on-line survey.</p> <p>Send award notifications to applicants by end of April 2019.</p> <p>End of Spring Quarter, notify VC of Student Affairs and VC of Finance, Operations & Administration of final approvals.</p>	<ul style="list-style-type: none"> • Subcommittee meets regularly during Fall Quarter until all applications have been reviewed and assigned a point value using a Qualtrics survey. • COSAF admin staff will establish the top applicants for presentations, based on number of applications, 4 priorities point value, and amount requested. • Subcommittee makes announcement to the Council of the recommended qualified applicants to give presentations. • Presentations are scheduled during the first two meetings in Spring Quarter. • Council views presentations and provides feedback to Subcommittee using an on-line survey. Priority ranking and comments. (will not provide feedback on \$\$) • Subcommittee reviews all feedback and approves final allocation approvals amounts. • Results are announced to the Council at the April 26, 2019 meeting. • Results are recorded in the year-end COSAF Advisory Letter and Annual Report.

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<p>DEAN WITTER & STUDENT DEVELOPMENT FUNDS</p> <p>(5 members)</p>	<p>Appoint a Chair to oversee committee function.</p> <p>Become subject matter experts on Dean Witter fund guidelines and Student Development Fund guidelines.</p> <p>Meet regularly to review applications as they come in throughout the year and deliberate an approval or denial, based on guideline criteria.</p> <p>Weekly, log new results on Box.com.</p> <p>Report a brief summary of application status at Council meetings throughout the year.</p>	<p>Listen to Subcommittee updates at Council meetings and provide any feedback or ask questions when appropriate.</p>	<ul style="list-style-type: none"> • Subcommittee Chair will receive an email notification from Box.com once new applications have been posted. • Subcommittee meets every 2 weeks to review and deliberate on recent applications. • Subcommittee Chair will post the results (approval/denial) or post a follow-up question on Box.com. • Divisional Business Services team will either act on response or gather the additional information requested. • Divisional Business Services team will communicate final results with applicant and process reimbursement if approved. • COSAF administrative staff will log results for each application on the COSAF website under Action Items.