

COSAF Subcommittees

2019-20

Subcommittee	Subcommittee Mission	Council Goal	How Council Goal is Achieved
<p>STUDENT SERVICES FEE</p> <p>(6 members)</p>	<ul style="list-style-type: none"> Appoint a Chair (or rotating Chairs) to oversee committee function. Become familiar with Student Services Fee guidelines as outlined by UC Regents. Apply this knowledge while reviewing budget and programming data provided by each Student Services Fee recipient on campus. Rank a top 10 list of recommended departments/units to present to the Council. Announce the top 10 list to the Council along with a brief overview and rationale for choosing each department/unit. 	<ul style="list-style-type: none"> Of the top 10 departments/units recommended by the Subcommittee, the Council chooses top 5 fee recipients to present during Spring Quarter. Council provides written comments on each of the 5 presentations, with recommendations to the VC of Student Affairs and VC of Finance, Operations & Administration. 	<ul style="list-style-type: none"> Subcommittee meets regularly during Fall & Winter quarters 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 Annual Report.
<p>STUDENT PROGRAMMING FUNDS</p> <p>(6 members)</p>	<ul style="list-style-type: none"> Appoint a Chair (or rotating Chairs) to oversee committee function. Become familiar with the current Student Programming Fund top 4 priorities for funding. Make recommendations to update the 4 priorities for the following year. After application closing date of October 7, review all applications and provide a point value based on how each application meets the 4 priorities. Deliberate and finalize funding approvals. 	<ul style="list-style-type: none"> Listen to applicant presentations, asking additional questions as needed to better understand the program/event purpose. Provide recommendations to the Subcommittee using an on-line survey. Send award notifications to applicants by end of April 2020. End of Spring Quarter, notify VC of Student Affairs and VC of Finance, Operations & Administration of final approvals. 	<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. Subcommittee reviews all feedback and approves final allocation approvals amounts. Results are announced to the Council at the last COSAF meeting in April. Results are recorded in the year-end COSAF Annual Report.

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<p>DEAN WITTER & STUDENT DEVELOPMENT FUNDS</p> <p>(4 members)</p>	<ul style="list-style-type: none"> • Appoint a Chair (or rotating Chairs) to oversee committee function. • Become subject matter experts on Dean Witter fund guidelines and Student Development Fund guidelines. • Meet regularly to review applications as they come in throughout the year and deliberate an approval or denial, based on guideline criteria. • Enter results on Box.com. • Report a brief summary of application status at Council meetings throughout the year. 	<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.