

COSAF Subcommittees

2021-22

Subcommittee	Subcommittee Mission	Council Goal	How Council Goal is Achieved
<p>STUDENT SERVICES FEE</p> <p>(Mai Mai)</p>	<ul style="list-style-type: none"> • Immediate Past Co-Chair will chair the committee • 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 5 list of departments to present to the Council in Spring quarter. 	<ul style="list-style-type: none"> • 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. • Subcommittee requests additional follow-up information from the 10 departments. • Subcommittee reviews department responses and chooses 5 departments to present to COSAF. Presentations are scheduled over 2 meetings in the Spring quarter. • Following the presentations, written comments are gathered by the Council and presented in the year-end COSAF Annual Report.
<p>STUDENT PROGRAMMING FUNDS</p> <p>(Amber Waziri)</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 dates of October 4 and February 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 2022. • 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>STUDENT DEVELOPMENT FUNDS</p> <p>(Sheila)</p>	<ul style="list-style-type: none"> • Appoint a Chair (or rotating Chairs) to oversee committee function. • 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 MS Teams. • 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 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 to the applicant and process reimbursement if approved. • COSAF administrative staff will log results for each application on the COSAF website under Action Items.