To:  Paul D’Angelo, Chair, Committee on Students and Campus Community

From:  Steering Committee

Date:  March 28, 2012

Re: Policy on Student Rights and Freedoms

**Background:**

In 1967, a statement on Student  Rights and Freedoms was developed, and it was updated 25 years later.  Neither time was that statement approved through a governance process.  Now the Provost and the Office of Student Affairs are asking that this document be reviewed and revised through governance—see memo from Susan Bakewell-Sachs and James Norfleet describing some of the issues in the statement.  We also are attaching a suggested revision of the document that has been made by Angela Lauer Chong, Associate Dean of Students—see draft.

**Charge:**

The Steering Committee agrees that student rights should be affirmed as college policy. However, both the earlier statement and Ms. Chong’s proposed revisions include not only broad rights but specific issues already addressed in existing college policies.  Therefore, we ask that  CSCC develop a policy of student rights and freedoms consistent with TCNJ’s mission and the norms of academe, but one that is not duplicative of what already is in place and can be found in the online policy manual (<http://policies.tcnj.edu/index.php>) and the list of policies approved through governance (<http://www.tcnj.edu/~academic/policy/index.html>).  CSCC may want to take advantage of the expertise of Ms. Chong as it develops this policy.

**Timeline:**

The Steering Committee requests that a preliminary recommendation be completed by the end of the current spring semester to be ready for testimony at the beginning of academic year 2012-13.

**TCNJ Governance Processes**

**Step #1 -- Identifying and reporting the problem:**When a Standing Committee receives an issue from the Steering Committee, the first responsibility is to clearly articulate and report the problem to the campus community through regular updates to the campus community and the Governance Web Page ([www.tcnj.edu/~steering](http://www.tcnj.edu/~steering) ).  The problem may have been set out clearly in the charge received from the Steering Committee, or it may be necessary for the Standing Committee to frame a problem statement.  The problem statement should indicate the difficulties or uncertainties that need to be addressed through new or revised policy, procedure, or program.  The problem statement should be broadly stated and should include a context such as existing policy or practice.  Problem statements may include solution parameters but should not suggest any actual solutions.  Clearly stated problems will lead to better recommendations.

**Step #2 -- Preparing a preliminary recommendation:**Once the campus community has received the problem statement, committees can begin to collect data needed to make a recommendation.  Committees typically receive input through committee membership, formal testimony, and open comment from affected individuals and all stakeholder groups.  Committees must be proactive in inviting stakeholder groups (including Student Government Association, Staff Senate and Faculty Senate) to provide formal testimony prior to developing a preliminary recommendation.  When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community through regular updates and the Governance Web Page.

**Step #3 -- Making a Final Recommendation:**Committees must use sound judgment to give the campus adequate time to review the preliminary recommendation before making their final recommendation.  Again, committees are expected to be proactive in receiving feedback on the preliminary recommendation.  If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.  When, in the best judgment of the committee, the campus community has responded to the proposed resolution of the issue, the committee shall send their final recommendation (complete documentation) to the Steering Committee.

**Testimony**

The presenting of testimony is central to the concept of shared governance.  All stakeholder groups will have an opportunity to provide input into governance issues through direct membership as well as invited testimony.  Individuals appointed or elected to the governance system are expected to take a broad institutional perspective relative to issues being considered.  In contrast, invited testimony will reflect the stakeholder perspective on the issue being considered.  Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both step # 2 and #3 of the process.  Committees need to identify stakeholder groups that are interested in each particular issue and invite their testimony at scheduled Committee meetings or hearings.  Committees should report in their minutes which groups were targeted as stakeholders, how testimony was invited, the form of the testimony (written, oral, etc.), and the substantive content of the testimony.  Also see <http://www.tcnj.edu/~steering/Guidelines_for_Gathering_Testimony.docx> for additional guidelines on testimony