

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON SPECIAL NEEDS &amp; HEALTH SERVICES</b>
<b>EFFECTIVE DATE:</b>	<b>April 15, 2024*</b> <i>(*Procedural/Title Update 4/15/24; Title Update 6/7/12; Original 2/15/05)</i>
<b>CANCELLATION:</b>	SA-1640.3 (6/7/12)
<b>CATEGORY:</b>	Student Affairs (SA)

**CHARTER**

**FUNCTION**

The Committee on Special Needs and Health Services functions as an advisory committee to the Vice Chancellor for Academic and Student Affairs. The Committee makes recommendations that support the College’s Americans with Disabilities (ADA) accessibility services and address the special needs of persons with disabilities within the Delgado community. It also provides guidance in planning the College’s health services programs, which include but are not limited to wellness, stress management, and the prevention of alcohol and drug abuse.

**MEMBERSHIP**

The Committee is appointed by the Chancellor of the College and is composed of representatives of each campus, both staff and faculty. The Associate Vice Chancellor for Student Affairs, the Vice Chancellor for Business and Administrative Affairs, the Chief Human Resources Officer, the Student Accessibility Coordinator, the Assistant Director of Student Life, Safety and Risk Manager, and the Coordinator of Health Services serve as ex-officio members.

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Chair of the Committee will be appointed by the Vice Chancellor for Academic and Student Affairs.

## MEETINGS

The Vice Chancellor for Academic and Student Affairs directs the Committee Chair to call the first meeting within one month of appointment of the Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibility of the Committee.

## REPORTS

The Chair of the Committee will prepare and submit the required [reports](#) as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

### *Review Process:*

Special Needs and Health Services Committee 10/28/04  
Student Affairs Council 1/18/05  
College Council 2/15/05  
Title Update 6/7/12  
Special Needs and Health Services Committee Review 3/25/24  
Procedural Update Approval – Vice Chancellor for Academic and Student Affairs  
4/15/24

### *Distribution:*

Distributed Electronically Via the College's Website

### *Attachments:*

[Committee Standard Forms](#)