

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON SPECIAL NEEDS & HEALTH SERVICES
EFFECTIVE DATE:	February 15, 2005* <i>(*Title Update 6/7/12)</i>
CANCELLATION:	none
CATEGORY:	Student Affairs (SA)

CHARTER

FUNCTION

The Committee on Special Needs and Health Services functions as an advisory committee to the Vice Chancellor for Student Affairs. The Committee makes recommendations that 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 Vice Chancellor for Academic Affairs, the Vice Chancellor for Business and Administrative Affairs, the Vice Chancellor for Student Affairs, the Disabilities Services Coordinator, 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 Student Affairs.

MEETINGS

The Vice Chancellor for 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

Distribution:

Distributed Electronically Via the College's Intranet and E-mail Systems

Attachments:

Committee Standard Forms:

Committee Initial Report (Form A)

Committee Recommendation Form (Form B)

Committee Attendance Report (Form C)

Committee Final Report (Form D)