



August 2019

Use of SPSF Funds for Programs for Students

Background: UT Board of Trustees Policy BT0011, the Policy on a Student Programs and Services Fee (Policy), provides that expenses relating to student programs funded by the Student Programs and Services Fee (SPSF) must be organized or operated under the auspices of the Chief Student Affairs Officer. Such University-sponsored programming for students is an essential part of the educational process for students at the University. This procedure outlines ways in which the Vice Chancellor for Student Life (VCSL) will involve students concerning programs of a type formerly organized by student programming boards and registered student organizations and termed “student-organized programming” under the version of the Policy in effect on February 28, 2019. For purposes of this procedure, such programs are termed “programs for students.” This procedure applies to programs for students that occur on or after August 1, 2019, at the University of Tennessee, Knoxville.

Role of the Vice Chancellor for Student Life: To ensure compliance with the Board’s Policy, the VCSL will decide which programs for students will have value to the University’s students from the perspective of educating and retaining students, and accordingly which programs for students that the Division of Student Life will organize and operate, as well as the amount of SPSF funds that will be spent on such programs for students. The VCSL also will ensure that SPSF funds are not spent on any programs sponsored or co-sponsored by students or student organizations.

Student Involvement:

Providing Input on Topics of Interests to Students. The Division of Student Life will use a variety of methods to gather input about general topics of interest to students that may have educational value, including but not limited to periodic interest surveys, focus groups, listening sessions, and program suggestions submitted in an online format submitted by individual students or registered student organizations, provided there is no circumvention of the prohibition on using SPSF funds for programs sponsored or co-sponsored by students or student organizations. The Division of Student Life will confer with the presidents of the Student Government Association and the Graduate Student Senate about the content of any survey prior to conducting a survey. When conducting a survey, the Division of Student Life will electronically distribute the survey to all students who pay the SPSF. The Division of Student Life may employ students to assist with designing the surveys and/or interpreting the results of the surveys referenced above.

Providing Feedback on Slate of Program Options. Staff within the Division of Student Life will develop a slate of program options taking into consideration the aforementioned survey results or other forms of student input. The VCSL will establish a Student Advisory Board comprised of undergraduate and graduate students to provide input about the slate of program options

developed by the Division of Student Life. The VCSL will consider the Student Advisory Board's feedback regarding the slate of programs when making final funding decisions. Decisions of the VCSL regarding program funding will be communicated to the respective unit(s) within the Division of Student Life that will plan and execute each program with the involvement of students as designated by each department.

Being Involved with Program Planning, Organization, and Execution. Various unit(s) within the Division of Student Life will plan and execute each program. Those departments will encourage the involvement of student volunteers, registered student organizations, or student employees to help plan, organize and execute Division of Student Life sponsored programs. The Center for Student Engagement will be the central point of contact to engage students and/or student organizations without an affiliation with a specific department.

Providing Post-Program Feedback. The Division of Student Life may seek assessment feedback from students concerning specific programs after the programs have occurred.

Revised: August 8, 2019