**Student Health Center Advisory SS/PPS No. 07.11**

**Committee Issue No. 4**

**Effective Date: 11/27/2016**

**Next Review Date: 11/01/2021 (E5Y)**

**Sr. Reviewer: Director, Student Health Center**

**01. POLICY STATEMENT**

* 1. The Student Health Center Advisory Committee will serve to advise the Director of the Student Health Center and the Vice President for Student Success regarding the operation and services of the Student Health Center. The purpose of this policy statement is to establish the procedures for establishing and operating the committee.
1. **PROCEDURES OF THE STUDENT HEALTH CENTER ADVISORY COMMITTEE**
	1. The purpose of the Student Health Center Advisory Committee is to provide important input regarding the operation and services of the Student Health Center. Responsibilities of the committee include but are not limited to: reviewing the Student Health Center Strategic Plan, reviewing the annual budget, reviewing the student health insurance plan and reviewing any recommended Medical Service Fee increases.
	2. The Student Health Center Advisory Committee will meet at least once each fall and spring semester.
	3. The Committee will establish its own operating procedures.
2. **COMPOSITION AND TERMS OF OFFICE**
	1. Members of the Committee will be determined by Oct 31 each year. Ten of the members will be students, two members will be from the Student Health Center, one member will be a staff person and one will be a faculty member.
	2. The Committee shall be composed of the following :
3. Director of the Student Health Center, Chair, permanent member.
4. Associate Director, Student Health Center, Chair, permanent member.
5. One staff person. The Student Health Center will request a representative from a Student Success Office. This person will serve a two-year term.
6. One faculty person. The Student Health Center will request a representative from a variety of different academic departments. This person will serve a two-year term.
7. Two of the students will be Student Government Representatives. The Student Government President will appoint two representatives each year.
8. The International Student Office will help the Student Health Center to select at least one international student representative each year. Having representation for international students is important due to the fact that this committee reviews the student health insurance plan offered at Texas State and international students are required to have health insurance coverage as a condition of enrollment.
9. The other student positions are open to any interested students. Student applications are solicited each year and applicants are selected after an interview process. Applicants are selected based on a variety of factors including: effective communications skills, interest in health care, ability to work effectively as a team member, ability to provide an important perspective (e.g., underrepresented group) and their ability to attend all meetings for the year.
10. Once selected, student members are allowed to serve a maximum of two years as long as they continue in school and are able to attend all meetings.
11. **REVIEWERS OF THIS PPS**
	1. Reviewers of this PPS include the following:

Position Date

 Director, Student Health Center November 1 E5Y

1. **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Director, Student Health Center; senior reviewer of this PPS

Vice President for Student Success