

Student Financial Aid Committee  
Tennessee Technological University  
Procedures

- I. NAME – The Student Financial Aid Committee of Tennessee Technological University.
- II. PURPOSE – The Student Financial Aid Committee assists the Financial Aid Office and the Vice President of Enrollment Management and Career Placement as follows: The Student Financial Aid Committee serves as a liaison between the Financial Aid Office and the broader campus community. The Committee promotes campus financial aid literacy, and communicates policy changes to stakeholders. The Committee gathers information on financial aid metrics, including loan default rate, average student debt, scholarship budget, and institutional, state, and federal compliance. The Committee shall file an annual report with the Administrative Council to include meeting details, a summary of information reported to the Committee by the Financial Aid Office, communications to and feedback from the campus community, and recommendations and findings based on the above.
- III. MEMBERS – The Student Financial Aid Committee shall consist of the following members, appointed by the University President in accordance with approved procedures:
  - A. FACULTY – A minimum of four (4) faculty members, each representing a different School or College.
  - B. ADMINISTRATIVE – A minimum of four (4) administrators.
  - C. STUDENT – A minimum of (2) student members, selected from the list of names submitted by the President of the Student Government Association.
  - D. TERMS OF OFFICE – Student members will serve one (1) year terms. Faculty and administrative members will serve three (3) year terms. All appointments to be effective at the beginning of the Fall Semester. All appointments are subject to renewal at the discretion of the President. Appointments will be staggered to ensure that a third of each year’s membership is comprised of members who have already served one year.
  - E. ATTENDANCE AT MEETINGS – If a member of the Committee must be absent, he/she should send a representative with full voting privileges, if that representative is from the office or constituency of the member and the Chairperson is notified in advance.
  - F. NON-VOTING RESOURCE PERSONS – The committee may invite one or more representatives to serve as a resource, as needed, from the following offices:
    1. Financial Aid Office
    2. Business Office
    3. University Advancement
    4. Launchpad and academic Student Success Centers
- IV. OFFICERS:
  - A. Chairperson – The Chairperson shall be elected annually from the Committee membership.

The Chairperson shall:

    1. Preside at all meetings or designate another member to preside.
    2. Approve the agenda for each meeting.
    3. Gain proper approval for all meeting minutes.
    4. Call special meetings when necessary.
    5. Appoint ad hoc subcommittees as needed.
    6. Inform Academic Council of action taken by the Committee.
    7. Supervise the preparation and distribution of matters before the Committee’s activities.

8. Adhere to the procedures of the committee found within this document.
  9. Submit annual report of the Committee.
- B. Executive Officer – The President will appoint a staff member to serve as executive officer and resource person and to provide staff support services.
- i. Assign staff to provide support services to the Committee to
    1. Transcribe Committee meeting minutes.
    2. Communicate information to members.
  - ii. Make arrangements for committee meetings.
  - iii. Prepare Committee meeting agenda.
  - iv. Call special meetings when necessary.
  - v. Support the Chairperson in informing Administrative Council of action taken by the Committee.
  - vi. Ensure annual report is submitted in timely manner.
- V. MEETINGS
- A. Two regular meetings, one per semester, of the full Student Financial Aid Committee shall be held each academic year with additional meetings scheduled as necessary.
  - B.
    1. Any member may submit items to the Chairperson for consideration by the Committee.
    2. Administrative Council may recommend items to this Committee.
    3. All items for consideration on the agenda shall be distributed to Committee members at least one week prior to the meeting.
  - C. The agenda shall be adopted at the beginning of each meeting by a majority of those members present.
  - D. Fifty percent plus one of the members of the Committee shall constitute a quorum.
- VI. SUBCOMMITTEES
- A. Subcommittees can be appointed at the discretion of the Chairperson.
  - B. Membership – Members shall be appointed from the full Committee by the Chairperson for each subcommittee. The Subcommittee shall consist of a minimum of four members plus the Executive Officer, with at least two colleges or schools represented.
- VII. PARLIAMENTARY AUTHORITY
- The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.
- VIII. AMENDMENT OF PROCEDURES
- These procedures can be amended at any regular meeting of the Committee by a two-thirds vote of the members, provided that the amendment has been submitted in writing to each member at least one week prior to the meeting. Amendments to Procedures are subject to final approval by the Administrative Council.
- IX. COMMITTEE ACTION AND REVIEW
- Actions of this Committee are subject to review by the Administrative Council and approval by the President.
- X. EFFECTIVE DATE OF IMPLEMENTATION
- These modified procedures shall become effective Fall 2021.

Amended: April 7, 2021.