

SDSU/UCSD Joint Doctoral Program in Clinical Psychology Student Council Policies and Procedures

This document describes the policies and procedures associated with the Student Council of the SDSU/UCSD Joint Doctoral Program in Clinical Psychology.

PURPOSE

The purpose of the JDP Student Council is to foster and enhance communication, cooperation, and engagement between the JDP student body and faculty, including the Steering Committee, regarding all instructional and procedural aspects of the doctoral program, student-mentor relations, and student life. The Student Council will provide regular student input to the Steering Committee in order to facilitate problem solving, program improvement, and a deeper understanding and collegiality between students and program administration.

OBJECTIVES/RESPONSIBILITIES

The objectives and responsibilities of the Student Council are as follows:

- Provide representation for each cohort of JDP students (1st-5th+ years) via one elected representative per class.
- Solicit, aggregate, and discuss student perspectives and suggestions regarding instructional, procedural, student-mentor, or other concerns at regular intervals (approximately 4 times per year).
- Function as advocates for the student body by presenting ideas, priorities, and recommendations to appropriate bodies or committees within the JDP.
- Provide student representation in JDP Steering Committee meetings, and call Steering Committee meetings as needed when urgent problems or concerns are raised by the student body.
- Consult privately and confidentially with individuals or groups of students to assist with problem solving, communication difficulties, or resolution of concerns and complaints not applicable to or not otherwise covered by the grievance committee and formal grievance-resolution procedures.

MEMBERSHIP

The student council will consist of one representative from each cohort (years 1-4) and a member representing the 5th year cohort and beyond (including those students on internship).

Elections

Candidates can nominate themselves or another classmate (as long as the nominee is willing to serve). All nominations will be sent to the JDP's administrator (Lynsey Miller) via email. A poll will then be created, so that each cohort can vote for their elected representative. The voting will be open for 1 week, and elections will be held in January of each year. In the case of a tie, a runoff election will be held between the tied candidates.

Terms

Each representative will serve a two-year term, with elections held each year for the 1st, 3rd, and 5th+ year cohorts only. Members will be allowed to stay on for multiple terms if so desired, but would have to formally go through the election process each time.

If any member(s) of the Student Body believe that their representative is not meeting the expectations of the position, then he/she may present the issue to any member of the Student Council and it will be discussed as an agenda item at the following quarterly Student Council meeting, or at an impromptu meeting, if necessary. Once the member in question is made aware of the situation, and if the issue is still unresolvable, the constituency of that member can schedule a vote to dismiss their representative. If $\frac{2}{3}$ of the class approves the removal, a midterm election may then ensue to elect a new representative.

If for any reason, a representative decides to step down, they will first inform the Student Council and their constituency. The representative will stay on the Student Council until a new representative is elected. The new election will take place as soon as is logistically possible.

Miscellaneous

Since the 1st year cohort will not have representation until January of their first year, the 2nd year cohort's representative will assume those responsibilities until a representative is elected.

MEETING PROCEDURES

Student Council Meetings

- *Frequency:* The Student Council will hold 4 regularly scheduled meetings per year (i.e., quarterly). Any member of the Student Council can call for an unscheduled, additional meeting on an as-needed basis. Meetings may be cancelled if there are no agenda items to discuss.
- *Agenda:* Each Student Council meeting will focus on addressing student suggestions and concerns that have arisen since the last meeting (see *Communication*). Any urgent issues will be addressed in a timely manner through unscheduled meetings as needed.

Steering Committee Meetings

- *Attendance:* The Student Council will attend the meetings held by the Steering Committee (biannual). A minimum of 2 Student Council representatives will attend each meeting and report back to the remainder of the council.
- *Purpose/Role:* The Student Council will act as a liaison between the Steering Committee and the student body. Thus, the Student Council will relay information gathered at the Steering Committee meetings back to the student body when appropriate.

COMMUNICATION BETWEEN STUDENT COUNCIL AND STUDENT BODY

Whom to Contact

Although there is a designated Student Council representative for each class, students may contact any of the representatives on the council with questions, ideas, suggestions, or concerns. Contact information for all representatives will be distributed each year following the annual election, and will be listed on the JDP website, as well as included in all general emails from the JDP Student Council in the signature block.

Means of Contact

Students may contact the Student Council via email (JDPstudentcouncil@gmail.com) or anonymously via the Student Council mailbox, which [will be] located in the Mail Room in Suite 102 at the JDP (6363 Alvarado Court). Both the email account and the physical mailbox will be checked by a Student Council representative on a weekly basis at minimum. Arrangements may also be made for students to meet Student Council representatives in person if desired or necessary.

Confidentiality

Regardless of the means by which a student decides to communicate with the Student Council, all communication will be kept confidential, unless determined otherwise. Only under the following circumstances will the Student Council breach confidentiality:

- There is reason to believe that the student is abusing a child, or that a child has been abused;
- There is reason to believe that the student is abusing an elder;
- There is reason to believe that the student intends to make a serious attempt to harm themselves, someone else, or someone else's property.
- There is reason to believe that the student or another APA-affiliated party has violated the APA ethics code.
- If members of the Student Council believe/agree that certain sensitive and/or identifying information must be provided to the Steering and/or Grievance Committee(s) in order to reach an adequate solution to a particular problem or complaint, then a breach of confidentiality may be justified. In this case, the limits of confidentiality must be thoroughly discussed with the student involved, and he/she must provide written

informed consent for the Student Council to communicate relevant details to another committee.

Initial Communication with 1st Years

The 2nd year Student Council representative will be responsible for attending the 1st year Fall orientation to introduce themselves as a resource to incoming students, briefly explain the purpose of the Student Council, and encourage incoming students to consider who they might nominate and elect as their class representative in the upcoming January election.

Maintaining Communication with the Student Body

Prior to each Student Council meeting, the Student Council will send a reminder email to the rest of the student body for input regarding questions, ideas, and/or concerns that they wish to have addressed by the Student Council. At each Student Council meeting (whether quarterly or impromptu), one representative will be responsible for recording meeting minutes. Minutes will be distributed to other members of the Student Council for review and editing, and finalized minutes (with any confidential material redacted as appropriate) will be distributed to the rest of the student body. Finally, each Student Council representative will meet with his or her respective class annually during the Spring semester/quarter for general discussion.