



DIVISION OF STUDENT AFFAIRS POLICY MEMORANDUM

DATE: October 23, 2012

TO: Student Affairs Leadership Council

FROM: Luoluo Hong, Vice Chancellor for Student Affairs

RE: Consultation & Risk Management Expectations for Division of Student Affairs Activities/Events/Programs/Services

Effective immediately, all administrative units in the Division of Student Affairs (DSA), as well as affiliated student groups/organizations (including Chartered Student Organizations), are required and expected to adhere to the following consultation and risk management expectations. These expectations are motivated by an intention to (1) protect student health and provide a safe learning environment; (2) maximize efficient use of limited fiscal and human resources while minimizing duplication of services; and (3) effectively manage institutional liability and risk.

- **Consultation with Campus Recreation Department for any intramural or recreational sports events (intercollegiate athletic events are excluded)**
 - Justification: There are significant risk management issues associated with sponsorship of intramural, recreational sports and other similar events, including but not limited to participant injuries/accidents. Given the unique expertise among campus recreation professionals, the Director of Campus Recreation has been designated as our risk management officer in this area.
 - Expectation: All DSA units who wish to sponsor these types of activities/events should, **at a minimum**, consult with the Director of Campus Recreation or his designee prior to any such activities/events being planned, finalized or implemented. Such consultation should be documented in writing. *Consultation does not mean that units are ceding control over their events to the Campus Recreation Department*; rather, it signifies communication and coordination to (1) reduce duplication of services/programs, (2) maximize efficiency/effectiveness of our efforts, and (3) minimize risk and institutional liability.

- **Consultation with Student Health & Wellness for any health promotion, disease prevention or wellness programming**
 - Justification: Effective programs/services in the areas of health and wellness are dependent on the expertise and knowledge of trained medical and/or health professionals. Such expertise includes, but is not limited to, awareness of emerging health and wellness trends and evolving models of behavior change with demonstrated efficacy. Health interventions administered inappropriately can actually result in harm to students. The Director for Student Health & Wellness has been designated the campus' Chief Public Health Officer; her primary job functions including remaining abreast of the latest research, data and best practices in promoting student health and reducing disease/injury/morbidity/mortality.
 - Expectation: All DSA units who wish to sponsor these types of programs/services should, **at a minimum**, consult with the Director of Student Health & Wellness or her designee prior to any such programs/services being planned, finalized or implemented. Such consultation should be documented in writing. *Consultation does not mean units are ceding control over their events to Student Health & Wellness Programs, although collaboration and/or co-sponsorship are encouraged.* Rather, consultation is intended to (1) ensure consistency of approach and methodology in health education and service delivery, (2) maximize the accuracy of health information being disseminated, and (3) reduce duplication of services/programs.