

University of Hawai'i
**ROLE AND RESPONSIBILITY OF
THE COUNCIL OF SENIOR STUDENT AFFAIRS OFFICERS (CSSAO)**

The Office of the Associate Vice President for Student Affairs (AVPSA) has the responsibility for assuring that student affairs policy and practice are consistent, in the best interests of the university as a whole, and effectuated with appropriate quality and desired outcomes. Each campus has a person responsible for carrying out the functions of a senior student affairs officer (SSAO). The Vice Chancellor of Student Affairs or Dean of Student Services at each campus serves as the SSAO.

The Senior Student Affairs Officers operated as a system-wide council of student affairs officers informally since 1987. As a result of a revised organizational structure, a Council of Senior Student Affairs Officers (CSSAO) was formalized. The Council meets regularly to address system-wide student affairs issues.

The AVPSA will serve as convener of the Council whose overall role is to review and recommend system-wide student affairs policies, practices, and issues that span multiple campuses. The Council will address the following areas:

1. **Recommendations and advice.** The Council provides advice and recommendations to the President on system-wide student affairs structures, programs and policy matters. The intent is to provide system-wide consideration of student affairs issues at an early stage; thus, facilitating communication, cooperation, and the effective use of resources across the system.
2. **Student Affairs policy.** The Council serves as a forum in which system-wide student affairs policy issues are reviewed and recommendations for change and/or revision are proposed. The CSSAO determines the strategy for such a review. This may include the appointment of a task force, ad hoc work groups, front line staff, and/or review by CSSAO itself. In all cases, appropriate consultation will be conducted on each campus with student affairs staff, faculty, academic services staff, and student leaders. At the system level, appropriate consultation will be implemented with the Council of Chief Academic Officers (CCAO), UH Student Caucus (UHSC), and other relevant university offices.
3. **Strategic Plan.** The Council monitors the implementation of the system strategic plan with attention to system-wide student affairs issues.
4. **Coordination and Communication.** The Council reviews and makes recommendations regarding student affairs practices and policies for which the University should have consistent and/or coordinated practices. The Council serves as a vehicle for exchange of information among campuses (Le., faculty, student services staff, student leaders, administrators) and with system offices so that University resources are leveraged to benefit student success and matriculation.