



## Deans' Student Advisory Council

The Deans' Student Advisory Council (DSAC) role in the school is twofold:

- (1) to provide a means for students to communicate with the Dean, and
- (2) to inform students about important activities happening at the GSM.

This Council also assists with recruiting students to participate in a variety of school-wide events including seminars and other activities.

### All Student Members

- Represent classmates from your entering class.
- Attend all Dean's Student Advisory Council meetings.
- Discuss questions and concerns about issues that relate to the GSM and share in the collective work of generating ideas about improving the quality of the UC Davis MBA program.
- Obtain student opinions and ideas for improving programs and services.
- Communicate the viewpoints, opinions, suggestions, requests and observations from your classmates.
- Be an advocate for students and promote the interests of the students.
- Respond to issues raised by the Deans.
- Serve in one of the following Council positions:

### *President* (requires completion of 18+ credits)

- Monitor and coordinate the activities of the DSAC–Sacramento officers
- Facilitate DSAC–Sacramento meetings, including determining schedule of meetings and agenda
- Meet regularly with the Deans of the GSM
- Facilitate the transition process after the election of new officers
- Uphold adopted parliamentary procedures during meetings and enforce approved by-laws
- Appoint the chairperson of all DSAC–Sacramento ad hoc committees as needed, subject to the majority approval of the Council

### *Vice President of Student Affairs*

- In the event the President cannot attend a board meeting, the VP of Student Affairs is responsible for the agenda and facilitation of that meeting
- Manage DSAC-Sacramento Membership nominations
- Manage DSAC-Sacramento Officer elections
- Manage DSAC–Sacramento By-laws and Policies & Procedure documents
- Serve as liaison with Career Development (CD) and Academic & Student Services
- Meet periodically with CD Director and Director of Academic & Student Services

### *Director of Alumni Relations*

- Serve as a member of the GSMAA board (typically 1 meeting per quarter)
- Promote all Alumni events and attend a minimum of 3 alumni events per year
- Serve as liaison to the GSMAA, support and promote the activities of the Alumni Association to the DSAC–Sacramento and all Sacramento MBAs
- Chair DSAC–Sacramento Student/Alumni Social & Networking Committee

### *Director of Academic Affairs*

- Represent student views to the faculty and Associate Dean on the GSM academic program
- Establish a curriculum/academic affairs committee
- Administer mid-quarter or end of class student evaluations for exclusive use by Sacramento MBAs
- Identify and communicate course scheduling conflicts/issues to associate Dean
- Attend Education Policy Committee Meeting as scheduled (typically monthly to quarterly)

### *Director of Communications*

- Announce DSAC–Sacramento meeting times and locations to Sacramento MBAs
- Take minutes during each meeting. Finalize meeting minutes within two weeks of Executive Board or Council meetings
- Circulate meeting minutes electronically to Council members and Deans upon completion
- Register DSAC-Sacramento annually at Student Programs and Activity Center
- Author DSAC–Sacramento website content
- Assist Director of Information Technology in maintaining the DSAC–Sacramento website

### *Director of Information Technology*

- Continuously develop DSAC–Sacramento website content and increase functionality
- Create, maintain and administer share points for electronic documents including secure access
- Administer electronic course and faculty evaluations developed by the Director of Academic Affairs
- Administer and post results of DSAC–Sacramento student polls

### *Director of Social and Community Activities*

- Coordinate DSAC-Sacramento events which will appeal to a broad range of the Sacramento MBA student body and their families
- Serve as liaison to ASM (day-time program), DSAC–San Ramon, staff, and faculty to participate in DSAC–Sacramento events
- Plan one major social event per year (picnic, sporting event, happy hours, etc.)
- Chair ad-hoc social committee and recruit students, faculty, and staff to attend events
- Promote ASM and DSAC–San Ramon Student events to the working professional Sacramento-area Student Body

- Promote GSM community events to the working professional Sacramento-area Student Body