

## Center Creation Policy

A center is defined as a physical space which provides the campus community with services to enhance the academic and personal development of CSUSB students. For example, a center can provide direct services, serve as a point of referral, or as a space to provide students with a safe space to build community and mentoring relationships.

In an effort to ensure that SMSU Centers provide a high-quality student experience, the guidelines listed below must be met to establish center spaces within the SMSU.

Proposals must be submitted to the Santos Manuel Student Union Board of Directors (SMSU BOD) at least six months in advance of the goal to establish the center.

Proposals must include:

- Mission and Purpose of the Center
- Overview of how it supports the strategic plan of the University and the SMSU
- Number of students expected to serve
- Outline of the types of qualitative and quantitative measures which will be used to assess goal attainment
- Goals and objectives
- Operational budget and identified funding source
  - Both startup and annual budget
- Amount of physical space needed for success
- Letters of support

The SMSU BOD requests the right to refuse proposals for such spaces. Each SMSU Center will be required to undergo an evaluation process every three years to determine its effectiveness. Any Center seeking re-establishment must go through the proposal and approval process in order to be reconsidered by the SMSU BOD.

Proposals need approval from the SMSU Facilities Committee and the Vice President of Student Affairs before being submitted to the SMSU BOD for consideration.

SMSU BOD approved 6.11.15