

Advisory Committee on Academic Advising
January 12, 2010

Attendance: Bigley, Mary Pat, CHAIR (School of Education); Braverman, Sharon (School of Business); Crundwell, Guy (Chemistry); Farhat, Joseph (Finance Academic); Hall, Lawrence (Admissions); Horan, Mary (Arts and Sciences); Hosch, Braden (Office Institutional Research Assessment); Mulrooney, James (Biomolecular Sciences); Odesina, Olusegun (Engineering and Technology); Oliva, Kevin (CenterForStudentAthletes); Poppe, Ken (CACE); Pudlinski, Christopher (Communication); Walsh, Sean (Physical Education Human Performance)

Guests: Fred LaTour (Chair, Committee on Committees)

4:32 Meeting called to order by Mary Pat Bigley

Minutes of December 8, 2009 (Approved)

- I. Committee by-laws: Fred LaTour, chair of Committee on Committees, attended the meeting to discuss some of the issues with our by-laws and to make recommendations and clarifications to the existing draft.
 - a. Elected members are elected by the faculty or the senate?
 - i. Committee decided we would follow the protocol for the original election of this committee which was *elected by the faculty*.
 - b. Can elected faculty be part-time faculty?
 - i. Consistent with other committees, part-time faculty can be elected to this committee. Committee decided not to change the wording, but simply leave it as faculty as it is open to all teaching faculty.
 - c. Dean appointees...duration of term? Maximum number of terms?
 - i. Committee decided that appointees would serve a two year term with a maximum of three consecutive terms (consistent with Senate By-laws).
 - d. Number of teaching faculty. It was suggested that the number of elected teaching faculty be increased to ensure roughly equal voice on the committee. After much discussion the following motion was made.
 - i. Motion to add 4 at large members. 2 members to be elected during each of the school election cycles. (approved)
 1. Protocol for determining elected positions – during each of the cycles, the “top vote getter” from the appropriate school would be elected as the school representative. The next highest vote getter (regardless of school) would be elected as member at large.
 - e. Student member?
 - i. Committee agreed that a student member should be added to the membership.
- II. Editorial changes to the By-laws draft #2
 - a. Under the section entitled Functions and Responsibilities, G.Crundwell motioned that the word expectations be added to #2 as follows:
 - i. Articulate the roles and *expectations* of the various advising systems on campus. (approved)
- III. Definition of Advising:
 - a. M.P. Bigley presented the Definition of Advising that was generated from the Advising Task Force, October 10, 2007. Mulrooney motioned that the committee adopt this as the definition of advising. (approved).

IV. Learning outcomes

- a. M.P. presented the learning outcomes that were generated from the Advising Task Force as a starting point to begin the discussion of creating a set of outcomes. B. Hosch presented a document where he pared down the list of 70+ outcomes into 6 outcomes with several objectives under each outcome. Committee decided to break up into smaller groups, with each group taking one of the outcomes and paring down/refining the objectives to create 2-3 objectives for each outcome.
 - i. Groups by learning outcome:
 1. Braverman, Farhat
 2. Hosch, Bigley, Mulrooney
 3. Horan, Odesina
 4. Walsh, Pudlinski, Crundwell
 5. Poppe, Oliva

Meeting adjourned 4:00

Next meeting – February 2nd 2:30-4:00 pm....Blue and White Room, Student Center

Respectfully recorded and submitted,
James Mulrooney
Secretary

Draft #2

Advisory Committee on Academic Advising

Mission

The Advisory Committee on Academic Advising serves as a collective forum for the review of the University's undergraduate advising systems and the generation of new ideas. The committee serves to build partnerships between faculty and administrative offices as it relates to advising. The committee monitors and examines undergraduate advising at the University and provides recommendations for changes and improvements.

By-laws

Membership: **Elected** members of the committee will serve two year terms and may serve up to three consecutive terms. Members from the School of Arts and Sciences and the School of Business will be elected during the Spring in even numbered years. The members from the School of Education and Professional Studies and the School of Engineering and Technology will be elected during the Spring of odd numbered years.

Committee membership will be composed as follows:

- Four elected members of the teaching faculty, one from each academic school
- One representative from each academic school appointed by the Dean of the school
- Ex Officio and voting members including:
 - The faculty director of the FYE program or designee
 - The Director of Admissions or designee
 - The Director of the Academic Center for Student Athletes or designee
 - The Director of the Center for Advising and Career Exploration (CACE) or designee
- Ex Officio and non-voting members including:
 - The Director of Institutional Research and Assessment

Functions and Responsibilities

1. **Define academic advising and establish outcomes for advising**
2. **Articulate the roles of the various advising systems on campus**
 - Center for Advising and Career Exploration
 - School advising centers
 - Academic departments
 - Supplemental systems
3. **Build partnerships to facilitate effective advising collaborations, both internal and external to the University**
4. **Consult with other constituencies on campus when appropriate**
5. **Monitor and examine undergraduate academic advising**
6. **Make recommendations regarding academic advising**