

Advisory Committee on Academic Advising  
December 8, 2009

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); Nicoll-Senft, Joan (Special Education); Odesina, Olusegun (Engineering and Technology); Oliva, Kevin (CenterForStudentAthletes); Poppe, Ken (CACE); Pudlinski, Christopher (Communication); Walsh, Sean (Physical Education Human Performance)

4:05 Meeting called to order by Mary Pat Bigley

I. Review of Draft by-laws – Mary Pat presented the by-laws as drafted by the ACAA subcommittee. Prior to presenting to the whole committee Mary Pat shared the draft with Faculty Senate President Barrington who provided some feedback and additional comments, but generally liked the proposed by-laws.

Discussion followed regarding the proposed by-laws. The first issue raised was that of the committee membership. It was suggested that there was not enough faculty representation on the committee, and therefore might be problematic with the Senate, especially in terms of when the committee needed to take a vote. Other arguments centered around the fact that this committee would more likely be serving in an advisory capacity. It was suggested that the part of the by-laws dealing with membership be left alone for the time being, and that Mary Pat would meet with Fred LaTour (chair, Committee and Committees) and get his feedback about the membership, and bring this back to the whole committee at the next meeting.

The remaining parts of the by-laws were discussed and editorial changes made (see attached-prepared by M.P. Bigley)

Next meeting – Jan 12<sup>th</sup> 2:30-4:00 pm....Barnard Hall Rm 108

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