

PROPOSAL TO CREATE A FACULTY UNDERGRADUATE ADVISING COMMITTEE

1.7.4.13 Faculty Undergraduate Academic Advising Committee

Role

The faculty undergraduate advising committee will serve as an advisory committee to the Academic Senate, Dean of Academic Advising and Achievement, and the Vice Provost of Undergraduate Academic Affairs on all matters affecting the faculty role in academic advising for traditional undergraduate students. The Faculty Undergraduate Academic Advising Committee will:

- a. recommend faculty undergraduate advising goals, standards of good practice for faculty advising, student outcomes for faculty advising, faculty advising policies, role expectations for faculty advisors, appropriate faculty advising workloads, and criteria for consideration of academic advising in rank and tenure reviews.
- b. establish appropriate assessment measures and criteria for undergraduate faculty academic advising programs and activities, and on a regularly scheduled basis, undertake the assessment of faculty advising goals, programs, standards, student outcome achievement, and faculty advisor effectiveness. Assessment should continually inform and guide effectiveness, future goals, practices, and program development.
- c. Advise the Director of Faculty Development and the Dean of Academic Advising and Achievement on the creation and implementation of faculty development programs for academic advising, including appropriate resources to support advising practices (e.g., technology, handbooks, advising research funding, etc.)
- d. collaborate with the Core Curriculum Committee to facilitate effective faculty advising for undergraduate general education requirements
- e. designate one or two of its voting faculty members to serve on each Academic Probation Review Board to represent the faculty advising perspective, and general faculty perspective, during the consideration and deliberation of student appeals to academic disqualification
- f. provide an annual report on the status of faculty academic advising to the Academic Senate and to the VP for undergraduate academics.

Membership

The committee is composed of six voting members and four ex-officio members. The 4 elected voting members serve for three-year terms, and their terms are staggered to assure new and experienced members serve each year. The 4 elected members must satisfy the Qualifications for Election (see section 1.6.1.1.4).

Voting members are:

- three ranked faculty. One elected from each of the undergraduate schools: SEBA, SOLA, and SOS
- one ranked faculty member, elected at large
- one liaison senator, one-year term, renewable, appointed by the Senate Chair
- faculty director of the First Year Advising Cohort Program.

Nonvoting ex-officio members are:

- Dean of Academic Advising and Achievement
- one academic dean from one of the three undergraduate schools, appointed by the Vice Provost of Undergraduate Academic Affairs
- the Registrar or designee
- Chair of the Core Curriculum Committee or designee

The chairperson of the committee has the authority to invite other members of the Saint Mary's faculty, staff or students to participate in Committee deliberations, subcommittees, or other Committee assignments as needed.

Meetings

The Committee meets monthly throughout the academic year. Additional meetings may be called by the chair as appropriate.