

TO: Bethami Dobkin, Provost

**FROM: Tom Poundstone, Chair
Academic Senate**

DATE: November 16, 2009

**RE: Senate Action S-09/10-4
Revised Handbook Section 1.7.4.8
Admissions and Academic Regulations Committee**

At the November 12, 2009 General Meeting of the Academic Senate, the attached proposal to amend the Faculty Handbook Section 1.7.4.8, adding advising to the role of the AARC, was unanimously approved. This action was assigned Senate Action # S-09/10-4.

Attachment

cc: Br. Ronald Gallagher
Dean Frank Murray

**ADMISSIONS AND ACADEMIC REGULATIONS COMMITTEE
PROPOSED HANDBOOK REVISION
October 15, 2009**

Whereas it is recognized that academic advising is a vital component of the Saint Mary's College educational mission and a critical factor in students' classroom success, and

whereas the current governance structure of the Academic Senate does not account for faculty oversight of the role of faculty academic advising, and

whereas new advising initiatives, such as the First Year Advising Cohort, are currently underway, and

whereas section 1.5 of the Building On Strengths (BOS) report recommends that the AARC assume a more active role in the assessment of faculty academic advising,

be it therefore moved that the following addition to the Faculty Handbook be inserted in section 1.7.4.8 (Admissions and Academic Regulation Committee):

[note that proposed language is denoted by text that is bolded and italicized]

1.7.4.8 Admissions and Academic Regulations Committee

Role:

1. After investigations and review, make recommendations to the Academic Senate concerning:

a. goals, policies and standards, and processes for recruitment of students, admissions, and financial aid;

b. factors that affect admissions yield and retention, such as financial aid, housing, marketing, honors-at-entrance and other special programs, transfer articulation, new student, pre-college orientation programs;

c. academic regulations (academic credit, grading standards, appropriate number of class hours for courses and laboratories, student academic honesty policy, academic probation and disqualification, and graduation requirements for all undergraduate and graduate and professional studies programs;

d. the Undergraduate Educational Policies Committee and the Graduate and Professional Studies Educational Policies Committees share responsibility with the Admissions and Academic Regulations Committee regarding graduation requirements for the respective constituencies, and all three should work together on particular issues before making their individual recommendations to the Academic Senate;

e. standards and evaluation processes for both faculty and students in connection with academic classes.

f. standards and evaluation processes of faculty academic advising in connection with student matriculation.

With regard to student academic awards, this Committee will seek to resolve disputes concerning the process or criteria for determining award recipients, when they arise between departments, programs, and/or Schools, and the Undergraduate Educational Policies Committee.

Membership: This Committee consists of five voting members:

-Three tenured faculty members elected by School from each of the undergraduate Schools—Economics & Business Administration, Liberal Arts, and Science

-One ranked faculty member elected at large

-The vice-chairperson of the Academic Senate serves as liaison senator on this committee

The elected faculty members of the Committee serve two-year staggered terms; they are elected from the tenured roster and must satisfy the Qualifications for Election (see section 1.6.1.1.4).

Once the spring election cycle is complete, the current chairperson will call a meeting, to be attended by all current and incoming committee members. At this meeting this group will select the chairperson for the following year from among those who will then be serving on the committee. The Senate liaison is ineligible to serve as chair. The chairperson of this Committee has the authority to invite other members of the Saint Mary's College community (students, academic and non-academic administrators, etc.) to participate in Committee deliberations or other work as needed.

Meetings: This Committee meets every three weeks or as needed during the academic year. It is the responsibility of the committee to do their work in a timely fashion so that matters can be brought forward for the regularly scheduled meetings of the Academic Senate.