

# Academic Advising Committee

## PURPOSE:

The purpose of this committee is to advise the Provost and VP for Student Affairs on advising issues and to implement and continuously improve a university academic advising plan designed to help on- and off-campus students understand institutional policies and procedures, learn about curriculum and career choices, and provide counseling about a wide range of academic decisions. The committee is responsible for assessment of institutional advising, implementation of the Regents' academic advising baseline, selection of outstanding advisers for awards, and other activities and initiatives related to the university's academic advising function.

## MEMBERSHIP:

- Officers
  - Co-chaired by the Director of Academic Advising, and a faculty member elected by the committee at the last meeting of the academic year who will take office at the first meeting of the subsequent year. The Chairperson(s) shall be the presiding officer(s) and shall:
    - administer all business of the committee
    - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
    - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
  - Secretary elected by the committee membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
- Ex-officio
  1. Director of Academic Advising
- Faculty representatives
  2. 1 representative from each college – preferably recipients of the FHSU Academic Advisor of the Year award
  3. 1 from interdisciplinary studies
  4. 1 from graduate school
- Other
  5. 1 from Academic Advising
  6. 1 from virtual college
  7. 1 from registrar (degree analyst)
  8. 1 from fiscal services
  9. 1 from Kelly Center
  10. 1-2 SGA representatives (not counted towards quorum)

HOW APPOINTED: Appointed by provost upon receiving recommendations from deans, Vice President for Student Affairs, Vice President for Administration And Finance, and student government.

ROTATION: Representatives will serve a three-year term. Student representatives will be appointed annually.

WHEN APPOINTED: Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

MEETING FREQUENCY: The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

PARLIAMENTARY PROCEDURE: Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.