

OFFICE OF ACADEMIC AFFAIRS MEMORANDUM NO. 03-04

November 5, 2003

Revised August 29, 2006

Revised August 21, 2009



CREATION AND CHARGE OF THE IPFW ACADEMIC ADVISING COUNCIL

Background:

As a result of a February 10, 2003 amendment to Senate Bylaws concerning the composition of Senate Committees and Subcommittees, the Senate Subcommittee on Academic Advising voted to separate from the Senate and become a stand-alone council reporting to the Vice Chancellor for Academic Affairs and the Vice Chancellor of Student Affairs on matters pertaining to academic advising. Subsequently the Senate voted to eliminate the Subcommittee on Academic Advising from its committee structure (SD 03-4). A small working group was then commissioned by the VCAA and VCSA to develop a full proposal, which was reviewed and revised by key constituencies. This OAA Memorandum incorporates that proposal and formally creates and charges the new Academic Advising Council.

Mission:

The mission of the IPFW Academic Advising Council is to coordinate the delivery of an academic advising program at IPFW that enhances student success.

Charge:

The Academic Advising Council is charged by the VCAA and the VCSA with the responsibility to:

1. Develop a set of core operating principles that will define and guide the delivery of effective academic advising services at IPFW.
2. Coordinate the delivery of academic advising services across all responsible academic and student affairs departments following the core operating principles.
3. Serve as an advocate for effective advising at IPFW and provide a structure for ongoing communication among faculty, staff, students, and the larger campus community regarding advising issues.
4. Develop action plans to implement changes in advising practices to improve effectiveness, offer training programs to enhance advisor effectiveness, and provide consulting support to individual departments and units.
5. Sponsor the Advising Lunch Talk Series, the IPFW Advisor of the Year Award, and other activities in support of advising services to students.
6. Design standards for evaluating advising and monitor an ongoing assessment and continuous improvement process for academic advising.
7. Recommend policy changes to the VCAA and VCSA and others as needed.
8. Publish an annual report on the state of advising at IPFW.

Structure:

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Page 2

The Council will be composed of 24 members selected as follows:

1. One member from each academic School/College/Division (except Arts and Sciences which will have two members), appointed by the Dean/Director, and two representatives from Academic Success Center, one member from the Registrar's office, and one rotating member from a Student Affairs department appointed by the VCSA. Appointees should have responsibility for overseeing or delivering advising services in that unit and will be responsible for acting as a communication and implementation liaison between the Council and departmental faculty/staff advisors. The units to be represented are:
 - Academic Success Center
 - Arts and Sciences
 - Business and Management Sciences
 - Education
 - Engineering, Technology, & Computer Science / OLS
 - General Studies
 - Health and Human Services
 - International Student Services
 - Mastodon Academic Performance Center
 - Public and Environmental Affairs
 - Registrar
 - Rotating Student Affairs department
 - Visual and Performing Arts
2. Five faculty representatives of at least three different schools, nominated by the academic Deans/Directors, and appointed by the VCAA.
3. Three student representatives appointed by the VCSA.
4. The Associate Vice Chancellor for Faculty Affairs or Academic Programs

The chair will be elected by the Council and will serve for a two-year term. Secretarial support will be provided by the VCSA.

Metrics:

The Council will identify outcome metrics such as:

1. The degree of student satisfaction with advising as expressed in various surveys (e.g. Noel-Levitz, NSSE, program review/accreditation).
2. Increases in student retention and graduation rates.



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