Charge of the Academic Advising Council

Article I: Name
The name of the organization shall be the Academic Advising Council (AAC) of Illinois State University.

Article II: Purpose
The Academic Advising Council (AAC) represents academic advisors at Illinois State University and promotes effective, cohesive, and student-centered advising practices. The Council evaluates and advocates for advising policies, processes, and best practices, and serves in an advisory capacity to the Office of the Provost.

Article III: Annual Calendar and Meeting Schedule

Section 1. Annual Calendar
The annual calendar of the Council shall be January to December.

Section 2. Meeting Schedule
a. The Council typically meets twice per month, and the day and time is subject to change, based on the availability of Council members.
b. Special meetings may be called by the Chair, as deemed necessary.

Article IV: Council Membership

Section 1. Qualifications
Any employee with significant academic advising responsibilities at Illinois State is eligible for membership of the Council, based on their designated role.

Section 2. Composition
The Council shall consist of:
a. Two elected members from CAST, two elected members from CAS, one elected member from COE, one elected member from WKCFA, one elected member from EGR, one elected member from MCN, and one elected member from COB.
b. Two elected members from the University College Academic Advising unit.
c. One elected member from a special populations advising unit. Special Populations are defined as Honors, TRIO/SSS, OIE, Athletes, and Pre-Professional groups.
d. One elected member with significant advisement of graduate students.
e. The following members serve as ex-officio, non-voting members with advisory responsibilities to the Council: Associate Vice President for Undergraduate Education, University Registrar, Director of University College or Associate Director of Advising of University College, Director of Advising Advocacy, Innovation, and Technology, and a Chair/Associate/Assistant Dean with supervisory responsibilities.
f. Other representatives may be appointed as deemed necessary by the Council.

Section 3. Term of Office
a. Elected representatives are elected annually for a two-year term. Elected members may serve two consecutive terms (four years). After sitting out for two years, former members are eligible to run again.
b. To avoid replacing all elected members in the same year, a rotation has been established. On even years, representatives will be elected from CFA, NUR, UC, CAS, COE, Graduate School,

and CAST. In odd years, representatives will be elected from CAST, CAS, COB, EGR, UC, and Special Populations.

Section 4. Attendance

a. Members are expected to attend Council meetings. Excessive absences will be noted. If a member's absences become excessive and detrimental to their participation in the Council, the Chair will speak with the member on the matter and choose a course of action.
b. The Secretary/Treasurer of the Council is responsible for noting attendance at each meeting.

Section 5. Voting

a. Elected members of the Council are eligible to vote.
b. At least 51% of sitting Council members must be present to have a quorum for voting, although discussion may occur without a quorum. A simple majority of the votes cast by eligible voting members at a meeting are required to pass or approve a motion.

Article V: Nomination and Elections

Section 1. Election Timeline

Election for Council Members shall be conducted in November of each year, with newly elected members seated in the first January Council meeting.

Section 2. Voting Eligibility

All employees with significant academic advising responsibilities will be eligible to vote, regardless of their title (academic advisor, assistant to the chair, associate professor, etc.). Appeals to policy this may be reviewed by the Council.

Section 3. Nomination Process

a. A call for nominations, based on vacancies, shall be distributed via the Advising Listserv by the Chair of the Council.
b. Nominations are submitted to the Elections committee or their designee. Self-nomination is permitted.
c. Nominees who accept their nomination will be asked to accept their nomination by submitting a statement of interest or brief biography.

Section 4. Election Process

a. All eligible nominations, organized by the Elections committee, are announced, and an electronic voting ballot is presented to all eligible advisors.
b. In the spirit of shared governance, all advisors eligible to vote may vote in each of the categories.
c. The nominees with the highest number of votes, as determined by the electronic ballot, will be offered seats on the Council by the Chair. In the event of a tie, a run-off election will be held.
d. Persons offered a Council seat must confirm their membership with the Council before being announced.
e. If a seat is not filled during an election cycle, that seat will remain unfilled for one year until the next election cycle. After one year, an individual may be elected in the next election cycle to complete the remaining one-year term for their respective seat.

Section 5. Filling Vacant Elected Positions

In the event of a vacancy (e.g. changing positions or leaving ISU), the incumbent shall be replaced by the person from that same category (e.g. College, UC, special populations, etc.) who received the next highest votes from the same election. If the candidate with the next highest vote is unavailable, or there is no other candidate, AAC will nominate a representative. That person shall serve for the remainder of the term. In special circumstances, the Council may hold a new election to fill the vacancy.

Article VI: Officers

The Council shall have a Chair, Secretary, and Treasurer. The Secretary and Treasurer roles may be combined. Officers must be elected members of the Academic Advising Council.

a. The Chair will be elected by the voting members of the Council for a one-year term. They will preside over meetings and oversee the Council's activities.
b. The Secretary will be elected by the voting members of the Council for a one-year term. The Secretary will keep records of all meetings of the Council and make them available to the public.
c. The Treasurer shall be elected by the voting members of the Council for a one-year term. The Treasurer shall work with the Council's fiscal agent to maintain financial records, present requests for spending, and work with the fiscal agent for the Council on spending.

Article VII: Council Committees

Section 1. Standing Committees

The following committees are standing committees of AAC: Assessment, Professional Development and Training, Teacher Education, Technology, Mentoring and Connections and the Elections & Awards Committee.

a. Assessment: The Assessment committee supports ISU's advising community by systematically evaluating advising effectiveness and identifying opportunities for improvement. The committee is charged with collecting and analyzing advising data, interpreting trends and patterns, and making evidence-based recommendations to strengthen advising practices across campus, as well as disseminating information that helps advisors understand assessment findings and their implications for practice. Charged with the assessment and evaluation of advising practices and shall suggest future directions as appropriate.
b. Professional Development and Training (PDT): The PDT committee is charged with providing ongoing training and professional development opportunities for ISU's advising community. These efforts inform all advisors about the resources our campus provides to ensure advisors have the most up to date information to support our students based on institutional initiatives, policies, and campus-wide changes.
c. Technology (Tech): The Technology committee is charged with recommending, evaluating, and applying feedback to technologies that serve to improve advising practices. In addition, it serves as the steering committee for advising technology issues on campus in consultation with the Office of Technology Solutions.
d. Teacher Education (Teacher Ed): The Teacher Education committee is charged with monitoring teacher education requirements and determining their impact on ISU students. Through this work, the group stays updated on Illinois State Board of Education (ISBE) rules, Council for Teacher Education (CTE) updates and impactful items coming from around campus and the state. Through this, they educate ISU advisors/constituents about current and upcoming education changes in hopes of better serving our students.

e. Mentoring and Connections (M&C): The Mentoring and Connections committee is charged with providing mentoring resources for advisors in a new role. The committee also plans events for the advising community to interact and grow professional connections.
f. Elections & Awards Committee: The Elections and Awards Committee is charged with organizing the annual advisor awards and annual election of new AAC members.

Section 2. Additional Committees and Working Groups
Should the need arise, the Council may create additional committees to help address trends and needs on campus. Membership of these committees will be managed in the same way as the Standing Committees.

Section 3. Committee Membership
a. Membership in a Council committee is open to all academic advisors, faculty/staff, and graduate assistants who are involved in advising programs, student services, or related functions.
b. Call for Committee membership shall be distributed via the advising listserv by the Chair during the month of January each year. Individuals may join subcommittees throughout the year as well.
c. Advisors will submit their interest to the Council. The Council will then review the list of interested advisors and form committees, ensuring balanced representation.
d. A liaison to each committee will be determined by the Council. Any elected member of the Council may serve as a liaison. The role of the liaison is to convey information between the committee and the Council and ensure that information about the work of the committee is available to the advising community.
e. Each committee will elect a Chair to serve for a one-year term. The selection process is determined by individual committees.

Article VIII: Revising the Charge
The Council shall review the Charge and make changes as necessary.