

## Charge of the Academic Advising Council

### Article I: Name

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

### Article II: Purpose

AAC is an advisory council to the Office of the Provost. AAC discusses and promotes systems and policies that are necessary to the overall effectiveness and cohesiveness of campus-wide academic advising. The Council acts as the voice of academic advisors at Illinois State. The guiding principles of the Council are stated at the end of the Charge, under Mission Statement.

### Article III: Annual Calendar and Meeting Schedule Section 1.

#### Annual Calendar

The annual calendar of the Council is 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. The Chair will notify the Council via email.

### Article IV: Council Membership Section 1.

#### Qualifications

Any employee with significant academic advising responsibilities at Illinois State is eligible for membership on the Council, based on his/her designated role.

#### Section 2. Composition

The Council shall consist of:

- a. Three elected members from a department/school advising role.
- 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, Athletics, Student Support Services, and INTO.
- d. Two student members
- e. The following members serve as ex-officio members with advisory responsibilities to the Council: the Associate Vice President for Undergraduate Education, University Registrar, Director of University College, Director of Advising Advocacy, Innovation, and Technology, and a Chair/Associate/Assistant Dean with supervisory responsibilities for academic advising.
- f. Other representatives may be appointed to the Council as deemed necessary.

#### 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. In an effort to avoid replacing all elected members in the same year, a rotation has been established. Two department/school advisors and one University College advisor will be elected in one year. The third department/school advisor, second University College advisor, and the special populations advisor are elected in a separate year.

#### Section 4. Attendance

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

## **Section 5. Voting**

- a. Elected members of the Council are eligible to vote.
- b. At least five voting 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 is required to pass or approve a motion.

## **Article V. Nomination and Election Section**

### **1. Election Timeline**

Election of 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).

### **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 Chair or his/her designee via email. Self-nomination is permitted.
- c. Nominees will be asked to submit a statement of interest or brief biography.

### **Section 4. Election Process**

- a. All eligible nominations, organized by role on the Council, 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 three 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. Persons offered a Council seat must confirm their membership with the Council before being announced.

### **Section 5. Filling Vacant Elected Positions**

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

## **Article VI. Officers**

### **Section 1. Position and Terms**

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. He/she 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. The Secretary will also ensure that the AAC website is updated appropriately.
- c. The Treasurer shall be elected by the voting members of the Council for a one-year term. The Treasurer will maintain financial records, present requests for spending, and work with the fiscal agent for the Council on spending.

## **Article VII. Committees**

### **Section 1. Standing Committees**

The following committees are standing committees of AAC: Assessment, Advisor Professional Development and Training, Teacher

Education, Technology, and Mentoring and Connections. Additional committees may be formed, based on the needs of campus. Committees may also be combined for the benefit of the advising community (Professional Development and Training).

- a. Assessment. Charged with the assessment and evaluation of advising practices and shall suggest future directions as appropriate.
- b. Advisor Professional Development and Training. Charged with providing opportunities for professional development, based on current trends and needs within higher education. Also charged with assessing needs of advisors and creating training opportunities for all advisors.
- c. Technology. Charged with evaluating and recommending technologies that serve to improve advising practices. Shall serve as the sounding board for technology issues on campus, as it pertains to advising.
- d. Teacher Education. Charged with monitoring changes to teacher education requirements, educating campus on these changes, and advocating for students as necessary.
- e. Mentoring and Connections. Provide mentoring and connections to resources for advisors in a new role.

### **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 in these committees will be managed the same way as the Standing Committees.

### **Section 3. Membership in Committees**

- 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 December or January each year.
- c. Advisors will submit their interest via email to the Chair, or his/her designee, within one week's time. 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 sitting 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 to ensure that information about the work of the committee is available on the website in a timely way.
- 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 annually and make changes as necessary.

### **Mission Statement**

Academic advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students learn about academic policies, procedures, and university resources to develop strategies to pursue their individual educational goals.

#### **Illinois State advisors:**

- Provide an encouraging and supportive environment for students to share their goals, concerns, and interests.
- Understand and effectively communicate Illinois State degree requirements.
- Assist students in making informed course decisions and finding majors.
- Refer students to appropriate resources.
- Maintain confidentiality of student records as outlined in the University Catalog.
- Uphold the values, policies, and procedures of their schools, departments, and Illinois State University.

#### **Illinois State students:**

- Schedule regular and timely appointments with their advisors.
- Regularly review their academic progress and assume responsibility for meeting academic requirements.

- Craft coherent educational plans based on assessment of abilities, aspirations, interests, and values.
- Read both print and electronic university communications and respond when required.
- Assume responsibility for all decisions and actions which may impact academic and career options.