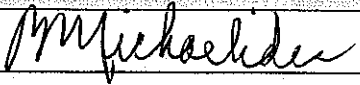


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Committee/Council Name:	University Advising Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing	<input type="checkbox"/> Ad Hoc	
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	2007-2008		
Membership (Describe in general terms who should serve on the committee/council): Total = 18			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-6; CBSS-4; CHPS-4; (representatives for each college will be an Associate Dean, an advising faculty member of each school, and if applicable, college advisor) EVP-2 (Director of Retention & Student Success Center Staff); VPAA-1 (Honors Program Director)		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	N/A		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Director of Retention		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
To advise the Vice President for Academic Affairs and the Executive Vice President on issues of interest or concern to advisors and to continue improvement of academic advising.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty members and Student Success Center (SSC) member shall serve a maximum of four academic years. Associate Deans shall serve as long as they hold their position as Associate Dean. College representatives shall serve their term as long as they hold their advising position in their respective school. College advisors shall serve as long as they hold their position as College Advisor. Faculty members' and SSC member's years of service may be increased by one year or be decreased. Faculty Senate representative will rotate off when their term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Co- or Vice-Chair:</i>	N/A		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	N/A		
Last updated	<input checked="" type="checkbox"/>	Date: <u>1/11/2017</u>	Signature: <u></u> Chair
Last reviewed	<input type="checkbox"/>		