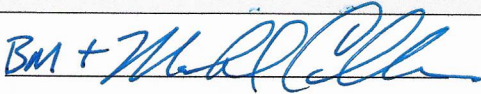


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

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 Information Services and Student Success		
Term/Date formed:	1997-1998		
Membership (Describe in general terms who should serve on the committee/council): Total = 11			
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	College Deans – 3; College support staff – 1; Faculty School Reps - 10 Student Success Center - 3		
<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, Appointed by VPIS		
<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):			
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. The chairperson will maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting, the final report of the committee; and documents, correspondence, data and other information related to the committee. Also, the chairperson shall forward committee records to the VPIS office when the committee has completed its charge for the period given.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty members serve for 2 years and then rotate. Dean's office and SSC reps do not rotate.			
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>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<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; act as liaison for their colleagues		
<i>Student Members:</i>	N/A.		
<i>Ex Officio Members:</i>			
Last updated	<input type="checkbox"/>	Date: 11/17/2020	Signature: 
Last reviewed	<input type="checkbox"/>		