

Academic Advising Committee Bylaws

Adopted [ND]

Purpose of the Committee

The Academic Advising Committee is responsible for the following:

1. Identifying issues and making recommendations regarding matters related to academic advising
2. Supporting professional development activities related to academic advising.
3. Reviewing the online academic advising handbook at least once a year and making recommendations for updates or changes as necessary

Member Composition

The Academic Advising Committee should be composed of the following:

1. Six faculty (voting)
2. The director of the CSU ADVISE and the university registrar as ex officio members. Ex officio members have voting rights.
3. Two of the 8 voting members shall be CSU Advise staff and one from each of two campuses

Members will serve two-year renewable terms. Each member should express their intent to renew their term at the spring meeting of the Committee to extend their term, and may do so indefinitely as long as the member remains in good standing and fulfills member engagement standards.

Committee Officers

- Officers should include a Chair and a Co-Chair. Officer positions will be elected by majority vote within the committee. If none are selected, one will be appointed by the Faculty Senate.
- Chair and Co-chair will be elected to serve a two-year term.

Member Engagement

Member engagement should include: attendance at meetings unless unavoidable conflict, attendance at functions, participation in email communication, and volunteering for additional tasks. All meetings will take place both face-to-face and online.

Meeting Calendar

The Academic Advising Committee will meet regularly to discuss issues involving advising. Regular meeting times will be decided upon through consultation between the Chair and the Committee Members.

At a minimum, the Academic Advising Committee meets once each semester to discuss the current issues and possible solutions.

Additional meeting may be called at the discretion of the chair to consider urgent items raised in Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The Chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

Meeting Content and Procedure

The following content will be discussed:

1. Identifying advising issues and possible solutions
2. Advising training to the faculty
3. Advising budgetary matters
4. Update of CSU Advise website
5. Advising resources
6. Advising policies and procedures

Meeting Visitors

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Revision to the Bylaws

All revisions to committee bylaws must be approved by the Faculty Senate. Under the Policy on Policies, any person may recommend a change to committee bylaws, but they must be reviewed by the committee and senate prior to a vote.

Committees and Policy Review Process

Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent months' time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Faculty Senate Reporting Format and Guidelines

Composition of Written Supplements - Presentation and Non-Presentation

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- Committee Charge
- Current Membership
- Meeting Date and Time
- Membership in Attendance
- Problem/Task addressed by committee
- Synopsis of discussion pertinent to addressing the Problem/Task
- Feedback of committee
- Motions considered, complete with numeric results
- Current status report on charge
- Requests from committee of the Faculty Senate

Mandatory Committee Chair Attendance for Report

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

Timeline for Submitting Committee Reports Prior to Senate Meeting

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.