

2013

Establishment of the Undergraduate Academic Advising Committee.

University of Rhode Island Faculty Senate

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THE
UNIVERSITY
OF RHODE ISLAND




Serial Number #12-13--34

TO: President David Dooley

FROM: Peter Larsen, Chairperson of the Faculty Senate

1. The attached BILL titled, Establishment of the Undergraduate Academic Advising Committee, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on April 18, 2013.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 9, 2013, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

April 22, 2013
(date)



Peter Larsen
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved .
- b. Approved subject to notice to the Board of Governors ___.
- c. Approved subject to final approval by Board of Governors ___.
- d. Disapproved ___.

4.30.13

(date)



President

FACULTY SENATE

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REPORT OF THE EXECUTIVE COMMITTEE

March 4, 2013

As amended by the Faculty Senate on March 21, 2013 and approved on April 18, 2013

REPORT ON RECOMMENDATIONS OF THE AD HOC COMMITTEE ON ADVISING

At their meeting on February 11, 2013, the Faculty Senate Executive Committee agreed to the following with regard to the recommendations of the Ad Hoc Committee on Advising and recommends approval by the Faculty Senate:

I. Establish the following new Standing Committee of the Faculty Senate:

(Note: These sections of the Faculty Senate By-Laws may not be voted upon at the meeting they are introduced.)

4.30 The Undergraduate Academic Advising Committee (UAAC) shall be responsible for coordinating advisor training to develop and improve university-wide advisement, ensuring that all academic advisors are informed and trained in best practices in advising, as well as in the university's academic requirements. The Committee shall also facilitate assessment of university-wide advising and make policy recommendations to the Faculty Senate.

4.31 The committee shall comprise four faculty representatives from the College of Arts and Sciences, **one faculty representative each from the Colleges of Business Administration, Engineering, Human Science and Services, Nursing, Pharmacy, the Environment and Life Sciences, and the University Library**; a representative of Provost and Vice President for Academic Affairs, the Dean of University College and Special Academic Programs **or designee** and the Associate Dean of the Alan Shawn Feinstein College of Continuing Education **or designee**; **two** representatives of the student body appointed by the Student Senate **and one student representative appointed by the ASFCCE Student Government Board**. The representatives of the colleges shall be selected for their experience with and knowledge of academic advising. The faculty of each college shall elect representatives to 3-year staggered terms. The Chairperson shall be a faculty member chosen by the Chairperson of the Senate and confirmed by the Senate in the same manner as other standing committees of the Senate. The list of faculty representatives shall be presented to the new Chairperson of the Senate when he/she is elected in the spring. The committee shall be named promptly thereafter.

4.32 Terms shall be for three years, with approximately one-third expiring each year, and provision for establishing this rotation shall be made by the Chairperson of the Senate with the appointment of the first committee membership, by shortening the initial term of one-third of the members to one year and one-third to two years. Members may succeed themselves once.

4.33 The term of the Chairperson shall be two years.

II. Charge the UAAC to study the following recommendations of the Ad Hoc Committee on Advising and propose legislation to the Faculty Senate on as many proposals as feasible:

- Advising should be evaluated as part of the faculty workload as "teaching"
- All advisors should be expected to attend training addressing advising philosophies, processes, and policies
- An institution-wide assessment instrument should be adopted
- Assessment should include both outcome goals such as what students should do, know, and value as a result of advising; and process goals such as student satisfaction with their advisor and their advising experiences.

- Existing data from other surveys including NSSE and Wabash should be include in assessment reports
 - Faculty training objectives should be integrated with advising outcome measures
- III. Forward the following lists of best practices and advice to the Provost, the deans, and academic department chairs for their consideration:
- A. Best Practices for University (Many of these have a financial component)
- Each academic unit should be expected to demonstrate sufficient advising resources for all of their majors
 - Faculty role in advisement must be meaningfully represented in the annual review process and in the tenure and promotion evaluation
 - The Provost should send a letter to the colleges each semester regarding the role of advisement in the teaching mission of the college
 - There should be university-wide assessment of advising
 - A campus wide training needs assessment should be conducted, including feedback from faculty, chairs, professional advisors, and graduate assistants
 - Advising should be better integrated into our institutional culture by creating advising councils, newsletters, and award programs for outstanding advisors
 - Consideration should be given to what all advisors should know, what department chairs should know, and what all academic deans should know
 - The advisor handbook should be made available during the Provost's "New Faculty Orientation."
 - Senior survey data should be gathered from all units who collect information on advising (e.g. College of Pharmacy; College of Business; Department of Psychology) to continually inform the work of the assessment committee
 - Institution specific questions on advising should be added to Mapworks
 - Development of better communication practices between University and Faculty, Faculty and Student, and Student and University.
 - Advising materials should be posted on the webpages and be consistent with agreed-upon formatting
 - Graduation information should be posted on the website
 - Someone should be designated as responsible for updating all curriculum and website content
 - Continuity in advising from first year to senior year should be addressed
- B. Advice to Colleges and Departments
- Appointment letters should include workload expectations for advising
 - Equity in workload assignments in each academic unit should account for the individual faculty member's advising workload
 - Faculty who buy out of teaching responsibilities may also be granted reduced advising responsibilities; and some of the replacement funds, whether they come from internal or external sources, may be used to support other advising resources
 - Annual reviews for faculty should include a statement of advising responsibilities and address productivity and effectiveness related to advising
 - There should be, at minimum, advising contact at least once per semester with each student in the major
 - There should be a letter from the appropriate chair or dean's office regarding the role of advisement in the annual review
 - Responsibility to the majors who are in University College should be described and delineated in the college advisement statement
 - There needs to be clear guidelines for how to best communicate with advisees
 - Each college/department should require faculty to post office/advising hours, preferably in an electronically accessed calendar such as URLadvisement