

Grand Valley State University
Undergraduate Academic Advising Structure and Charge
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Approved by the Provost and Vice President for Academic Affairs

I. Background

In 2003 the Provost and Vice President for Academic and Student Affairs, formed and charged the Undergraduate Academic Advising Council to enhance the academic advising services provided to GVSU students. Subsequently, in 2005-06 an initiative was implemented to conduct a University-wide Academic Advising Self-study, and secure the services of NACADA Consultants to review the findings of the self-study, conduct a three-day visit to GVSU to conduct interviews, and make recommendations for improvements for undergraduate academic advising services. Between 2006- 2010, the University has been systematically implementing the ten NACADA Recommendations for improving advising services. This Fall 2010 we are in the process of implementing the tenth and final recommendation, that is to begin the implementation of a University-wide Assessment of undergraduate academic services.

Most recently, in Spring/Summer 2010, work began to develop a structure and charge to better align undergraduate academic advising to the University's Strategic Plan for 2010-2015. An Undergraduate Academic Advising Structure and Charge is being developed to: 1) incorporate the Deans as policy makers, 2) to incorporate the Directors to implement advising initiatives, 3) to better connect Faculty to undergraduate advising issues across the University, and 4) revise the representation and function of the University Undergraduate Academic Advising Council and its sub-committees. To this end, this document has been developed to guide the revisions to undergraduate academic advising structures and charge to facilitate student persistence, timely progress towards degree completion and support enrollment management strategies.

II. The University Strategic Plan, 2010-2015

The University Strategic Plan includes goals and objectives aimed at expectations for undergraduate academic advising. Recently, the University Strategic Plan has been refreshed to identify Goals and Objectives to prepare students for the challenges of the 21st century. These Goals guide the revision of the Undergraduate Academic Advising Structure and Charge overtime. In addition, the work of undergraduate academic advising is related to supporting the University faculty and staff in helping students persist, make timely progress towards degree completion and clearly connect to enrollment goals and strategies. In June of 2010, the Assistant Vice President for Academic Affairs responsible for assessment initiatives led a conversation with the Undergraduate Academic Advising Council to develop the first University-wide Assessment Plan for Undergraduate Academic Advising which also informed the revision of this Charge.

III. The University Undergraduate Academic Advising Structure and Charge 2010-2015

In order to provide oversight for undergraduate academic advising services and programs to ensure coordination and collaboration across the University to help students select a degree program/major, persist successfully year to year and complete graduation requirements in a timely manner, the Provost Office initiated conversations to update the undergraduate advising structure and specific charge to each component of the structure. The following information represents the outcome of these conversations and reflects the revisions for 2010-2015.

A. Deans Undergraduate Academic Advising Policy Committee

1. **The Deans Policy Committee Structure** -Meets regularly to address policy issues. The membership of the Committee includes;
 - a. The Deans of the Academic Colleges
 - b. The Vice Provost and Dean of Students
 - c. The Vice Provost and Dean of Academic Services
 - d. The Assistant Vice President for Academic Affairs, Chair

2. **The Deans Policy Committee Charge**
 - a. Set policy and inform procedures to ensure high-quality academic advising services and programs that are based on guiding principles for undergraduate academic advising at GVSU. These guiding principles are derived from NACADA best practices, the CAS Standards for Academic Advising in Higher Education and best practices in the academic disciplines.
 - b. Communicate with the Faculty Undergraduate Academic Advising Committee to improve advising, persistence, time to graduation and enrollment management strategies for students.
 - c. Communicate with the Advising Center Directors Undergraduate Implementation Committee to improve advising, student persistence, time to graduation and enrollment management strategies for students.
 - d. Seek input and feedback from members within the other components of the structure, as well as other stake holders, to inform the development of policy.

B. Academic Advising Directors Undergraduate Implementation Committee

1. **Academic Advising Directors Undergraduate Implementation Committee Structure** - Meets 2 times per month. The membership of the Committee includes
 - a. The Directors of the College level advising/student services centers or Dean's designee
 - b. The Director of the Undergraduate Student Academic Success Center
 - c. The Director for Disability Services
 - d. The Director of Pre-Major/Undeclared Major Advising Program
 - e. The Director of the Laker Center for student-athlete advising
 - f. The Registrar
 - g. The Associate Dean for Student Services
 - h. In addition as needed, the following individuals will attend these meetings to provide expertise and/or bring issues for discussion, the Director of the General Education Program, the Director of Admissions, the Director of Housing, The Director of Counseling and Career Development, the Director of Career Services, the Director of Financial Aid, and The Director of Information Technology
 - i. The Assistant Vice president for Academic Affairs, Chair

2. Academic Advising Directors Undergraduate Implementation Committee Charge-

- a. Implement Initiatives related to academic advising brought forth by the Deans Advising Policy Group to address advising services, student persistence, time to graduation and support enrollment management strategies.
- b. Provide information and feedback to the AVP for Assessment and Accreditation to develop and annually update an Assessment Plan for Undergraduate Academic Advising Services that focuses on student learning outcomes through the advising process.
- c. Report on Assessment Plan implementation progress and findings annually.
- d. Use the Assessment Plan data to improve services and programs.
- e. Address needs and concerns regarding student academic advising to assist students in successfully developing and completing an educational plan.
- f. Provide information and feedback to the Deans Undergraduate Academic Advising Policy Committee regarding policy issues and other concerns related to undergraduate academic advising.

C. Faculty Undergraduate Academic Advising Committee Structure and Charge

1. The Faculty Undergraduate Advising Committee Structure -Meets 2 times per semester. The membership of the Committee includes 1 Faculty representative from each of the Academic Colleges who are appointed to the Committee by the Dean of their respective College. By position, Appointed by the Provost is the Director of Faculty Advisors for Orientations. By service responsibility, a member of the Academic Standards and Policies Committee of UAS will be appointed by the ASPC Chair.. Members will serve 2-year terms. The Committee will elect a Chair for the 2-year term.

2. The Faculty Undergraduate Advising Committee Charge

- a. Provide the Deans Undergraduate Academic Advising Policy Committee with information and feedback to improve advising, persistence and time to graduation for students, particularly as it relates to the University Strategic Goals and Objectives, as well as Enrollment Goals, connected to academic advising.
- b. Provide the Academic Advising Center Directors Implementation Committee with information and feedback to improve advising, persistence and time to graduation for students, particularly as it relates to the University Strategic Goals and Objectives, as well as Enrollment Goals, connected to academic advising.
- c. Collaborate with the Director and Assistant Director of Faculty Advisors for Orientations to recruit faculty to participate in orientation sessions.
- d. Collaborate with College Unit-level Faculty Liaisons for Undergraduate Academic Advising to improve advising, persistence and time to graduation for students.
- e. The Chair of this Committee will also serve on the Advisor Development Sub-Committee of the full Council.

D. Undergraduate Academic Advising Council Structure and Charge

1. **Undergraduate Academic Advising Council Structure** -Meets 2 times per semester. The membership of the Full Council includes;
 - a. Student Senate Representatives
 - b. University Academic Senate Representatives
 - c. The Directors of the College-level Academic Advising/Student Services Centers
 - d. The Director of the Undergraduate Student Academic Success Center
 - e. The Directors of appropriate Student Services units
 - f. The Directors of appropriate Academic Services units.
 - g. The Standing Sub-Committees of the Council; The Awards Sub-Committee and the Advisor Development Committee
 - h. The Unit-level Faculty Liaisons for Undergraduate Academic Advising Centers
 - i. The Assistant Vice President for Academic Affairs, Chair of the Council

2. **Undergraduate Academic Advising Council Charge**
 - a. Implement Initiatives related to academic advising brought forth by the Deans Undergraduate Academic Advising Policy Committee and the Advising Center Directors Implementation Committee to improve advising services, student persistence and time to graduation.
 - b. Recommend to the Deans Undergraduate Academic Advising Policy Committee and the Advising Center Directors Implementation Committee initiatives to improve advising services, student persistence and time to graduation.
 - c. Be a forum for annual advisor professional development/training workshops.

 - d. Share current information from members' respective areas that will update the Council and enable advisors to better inform students, faculty and staff regarding information that may impact student planning.
 - e. Through the work of the Council's Standing Sub-Committees, identify individuals as recipients for the annual awards for academic advising, and present advisor development programming in the fall and winter terms.

3. The Awards Sub-Committee**Structure**

The Awards Sub-Committee membership elected by the Full Council. The Chair is elected by the full Council at the annual April meeting of the Council. In addition, appointed to the Awards Sub-Committee annually are the AP and Faculty recipients of the Outstanding Advising and Student Services Award from the previous year, and a student representative.

The Sub-Committee membership will be a minimum of 3 Academic Advising Council members. Members will serve two-year staggered terms. (3 members selected in odd years, 2 in even years.)

Charge

Annually initiate and complete the process to identify nominations and selections of AP staff and faculty for the Outstanding Academic Advising and Student Services Award. Recommend selections to the Provost and Vice President for Academic and Student Affairs.

4. The Advisor Development Sub-Committee

Structure- The Advisor Development Sub-Committee membership meets as needed and consists of appointed and elected members.

- a. The Chair and two members will be appointed by the Deans Advising Policy Committee from the Advising Directors Implementation Committee. The appointed Chair will serve for 2 years. The appointed Directors/members will serve for 2- year staggered terms.
- b. One member-at-large will be nominated and elected from the full Council at the annual April meeting of the Council. The elected member will serve for 1 year.
- c. The Chair of the Faculty Advising Committee will serve on this Sub-Committee in alignment with the term he/she holds as Chair.
- d. The Director of Faculty Advisors for Summer Freshman Orientation and Registration will serve on this Sub-committee in alignment with the time he/she holds the position as Director.

Charge

- a. Annually identify topics/areas for professional development related to academic advising that will meet the needs of GVSU students, professional advisors and faculty. Schedule these professional development activities to align with meeting dates for the University Academic Advising Council and add other dates as programming needs arise.
- b. Advisor Development Sub-Committee initiatives will align programming and workshops with information and guidelines provided by NACADA and the CAS Standards for undergraduate academic advising. Programming will include collaborations with the Grand Valley FTLC, the CSCE, Colleges and Academic Units, as well as, units in Student Services, Academic Services., and the Division of Inclusion and Equity.
- c. Annually provide University-wide opportunities for New Faculty Advisor Development.

E. Office of the Provost and Vice President for Academic and Student Affairs

The Provost's office role is to oversee and coordinate the work of the advising committees identified in the new structure, and bring forth communication of initiatives from the President, Provost, and Deans Advising Policy Committee for implementation to ensure high-quality academic advising services are provided to GVSU students. The Provost appoints the AVP to Chair the Council and select Committees within the structure, as noted in previous sections of this Charge.