

University of South Florida Council on Academic Advising Charge

Charge

The Council on Academic Advising (CAA) shall provide coordinated leadership, guidance, and representation for the University of South Florida undergraduate academic advising community. The CAA shall review and propose policies and procedures and make recommendations to the Dean of Undergraduate Studies, the Undergraduate Council, the General Education Council, or other bodies or administrative offices as appropriate. In both of these charges, CAA shall seek to enhance the profession of academic advising at USF, and highlight the contributions of academic advising to the mission and goals of the University's Strategic Plan.

Responsibilities

The responsibilities of CAA shall include:

1. Representing the needs of the University of South Florida's professional undergraduate academic advisors, to include reviewing and recommending priorities for university-wide advising initiatives and enhancements to academic processes;
2. Developing and implementing coordinated programs and efforts to cultivate the professional growth of academic advisors across the University;
3. Disseminating information as appropriate within the membership;
4. Serving as a liaison to other University councils, committees, and offices whose functions relate to academic advising or student issues;
5. Reviewing and recommending academic policies, procedures, and regulations related to undergraduate students, as well as consulting on university policies intended to promote academic goals and objectives; and
6. Undertaking appropriate actions related to these Responsibilities and the Council's Charge.

Membership

Membership shall include one representative from each College/Unit which conducts academic advising responsibilities as part of its mission. In the event the representative cannot attend a scheduled meeting, they should specify one designee to attend a CAA meeting as the unit's proxy. New appointments or long-term designee substitutions shall be communicated in writing to the Chair of CAA.

Currently, one member represents each of the following:

1. Official members are representatives of Colleges and units whose primary responsibility is academic advising.

2. Ex-officio members are units which conduct academic advising responsibilities as part of their mission.

Official members are responsible for voting, service on the CAA Executive Board and subcommittees. Ex-officio members are non-voting representatives not required to provide service.

Requests for membership beyond the populations above should be submitted to the Executive Committee, who will review and present to CAA for a vote. Approved memberships will be kept up-to-date on the Undergraduate Studies website: <https://www.usf.edu/undergrad/caa/membership-and-representation.aspx>.

As effective representation of academic advisors and their needs are central to the success of CAA, academic advisors are encouraged by CAA to become engaged as members of CAA Subcommittees and to actively participate in both Subcommittee activities and other appropriate activities of CAA.

Meetings

The Council shall meet twice per month, on the first and third Tuesday. The first meeting of the month shall be designated as a working meeting and the second meeting, a business meeting.

The purpose of working meetings is to reserve space for discussion and problem solving, allowing members to address issues and come to consensus on matters that require a response from CAA. Working meetings are closed to visitors and minutes are not taken. Attendance is expected.

The purpose of business meetings is to share updates from members and campus partners, hear reports from CAA Subcommittees, gather input from members related to Council business, and vote on Council business. The Chair may request campus partners attend CAA to share information with the Council, or campus partners may contact the Chair to request to attend CAA to discuss updates or issues. Minutes are taken and distributed to the Council after the meeting.

Voting Process

To the extent possible, CAA shall operate its general meetings under a consensus model. Where necessary, the chair may call for a simple majority vote and, in the event of a tie, the chair's vote will decide.

Exceptions to the consensus model include changes to the CAA Charge, Election of Officers, and other votes deemed appropriate by the Chair. In those cases, a quorum of at least half of the membership with a majority vote is required.

Roles

Executive Council

The Executive Council is made up of the Past Chair, Chair, and Chair-Elect, along with the Assistant Dean of Advising and Analytics. The Executive Council is responsible for developing the agenda for each meeting and preparing annual goals for presentation to the Council.

The Past Chair, Chair, and Chair-Elect roles are determined by a rotation schedule. Rotation occurs each year in July, and positions are for one academic year. If a member is scheduled to rotate into a chair position and is unable to fulfill the obligations of the role, they may request a one-year delay. This alteration of the rotation schedule must be approved by a majority vote of CAA.

Chair

The responsibilities of the Chair shall include: providing leadership and direction of the CAA and its subcommittees in coordination with the Assistant Dean of Advising and Analytics; representing the council at Persistence Committee Meetings; solicitation and recommendation of agenda items, scheduling of meetings, and chairing CAA Business Meetings; appointment of subcommittees; communication of CAA initiatives, findings, and recommendations to other university councils, committees, and/or administrators; and other duties consistent with the role of a council chair.

Chair-Elect

The responsibilities of the Chair Elect shall include: developing the agenda and chairing the CAA Working Meeting; representing the council at Yield Team Meetings; and other duties as determined by the Chair.

Past Chair

The responsibilities of the Past Chair shall include: providing information and resources to the Chair and Chair-Elect to ensure the consistency of leadership and momentum towards meeting council goals.

Secretary

The Secretary may be a Member of CAA, or, as necessary, may be from the academic advising community. The Chair is responsible for appointing a secretary.

Responsibilities of the Secretary include: gathering and maintaining meeting minutes; sharing meeting minutes with the membership; assisting with meeting arrangements and preparation of information or materials; and other duties consistent with the role of council secretary.

At-Large Members

CAA Members shall: foster a sense of community and collegiality among the CAA and the broader academic advising community; support the Chair and membership in meeting the Charge and Responsibilities of CAA; bring forward agenda items for consideration by the Chair, serve on or contribute to subcommittees; and fully participate in the meetings, business, and development of CAA.

Rotation Schedule

Year*	Chair Elect	Chair	Past Chair
2016-2017	College of Behavioral and Community Sciences	MUMA College of Business	College of Arts and Sciences/TRAC
2017-2018	Honors College	College of Behavioral and Community Sciences	MUMA College of Business
2018-2019	College of Nursing	Honors College	College of Behavioral and Community Sciences
2019-2020	College of Education	College of Nursing	Honors College
2020-2021	College of the Arts	College of Education	College of Nursing

* Continued rotation schedule to be determined based on USF System consolidation organizational structure.

Subcommittees

Purpose and Operation

Subcommittees serve under the leadership and scope of CAA in order to further the Council's efforts at meeting its Charge and Responsibilities, through intensive focus on specific work requiring long-standing commitment or investment of energy. Two forms of Subcommittees shall exist: Subcommittees membership by appointment only, and Subcommittees with open membership.

Ad-hoc subcommittees may also be appointed at the discretion of the Chair of CAA or the Assistant Dean of Advising and Analytics to conduct short-term projects. Ad-hoc Subcommittees shall create and follow a mission statement outlining the group's goals, and shall operate so as to accomplish those goals while working towards a planned date of dissolution.

Roles and Membership

Subcommittee members are expected to be active participants by committing to regular attendance at subcommittee meetings as well as demonstrating direct involvement in the design and execution of the committee's priorities. Members who do not maintain active status may be removed from the subcommittee's membership roster. Subcommittee Chairs/Co-chairs should address this or other concerns about their subcommittee by contacting the CAA Executive Council in writing.

Subcommittees must elect at least one member (with a maximum of two) as the sub-committee chair. Subcommittee Chairs/Co-Chairs report to and partner directly with CAA to align subcommittee agendas and activities with current goals of CAA. This includes providing updates on sub-committee activities by attending at least one CAA meeting per semester and drafting a year-end summary; however, the chair/co-chairs can contact the CAA Executive Committee at any time during their tenure to request inclusion on a CAA agenda. Chairs/Co-Chairs are expected to serve for at least 1 but not more than 3 consecutive academic years.

Standing committees may have specific membership criteria to fulfill the responsibilities of its charge. Membership may be by appointment or by open membership, as specified in the subcommittee's charge.

1. **Appointment:** Subcommittees requiring appointment will be filled by the Subcommittee Chair/Co-Chairs. These committees require work that either necessitates representation from each academic unit, or from individuals with specific skill sets. Membership terms are a minimum of one year but may be renewed each academic year. The Assistant Dean of Advising and Analytics serves as a permanent member of all Appointed Subcommittees.
2. **Open Membership:** Open membership subcommittees shall be open to any academic advisor desiring additional leadership, networking, and professional development and university service.

Membership terms are a minimum of two academic years, though subcommittee members may be reappointed for additional terms. Academic advisors may participate one subcommittee at a time, and will receive an official letter of service for their personnel record.

Reporting

Subcommittee Chairs/Co-Chairs shall submit regular reports to CAA related to their activities, goals, and accomplishments. A reporting schedule shall be set by the Chair of CAA and shared at the first CAA meeting of the Fall semester.

Appointed Subcommittees

Advisor Onboarding and Training Subcommittee

Mission: The Advisor Onboarding and Training Subcommittee develops and maintains the Canvas training modules, which are used to onboard new academic advisors in each department. The Subcommittee will conduct annual reviews of policy and practices incorporated within the modules to ensure they are up to date with policy changes, and make recommendations for additional needs for advisor training. As new policies/programs are implemented, this subcommittee will provide training sessions and materials for current advisors. Training materials include the baseline knowledge all academic advisors at USF are expected to know in order to do their work. Membership of this subcommittee will consist of a representative from each college or academic unit, as appointed by that unit's director.

Systems and Technology Subcommittee

Mission: The CAA Systems and Technology Subcommittee focuses on assessing, supporting, and communicating the needs of advisors, students, and advising leadership as they relate to academic advising systems and technologies at USF including, but not limited to, DegreeWorks, Archivm, Civitas, College Scheduler and Power BI. Made up of superusers, this subcommittee provides decentralized support to professional advisors within all colleges and schools. Members will participate in User Acceptance Testing (UAT), product development, troubleshooting short-term & long-term system issues, developing online & print reference materials to support technology use and promote technology adoption amongst advisors via training or information sessions. This Subcommittee may provide recommendations for enhancement of advising

processes and systems and communicates those to appropriate constituencies through the CAA Chair and Assistant Dean for Advising and Analytics.

Open Membership Subcommittees

Multi-Cultural Academic Advising Subcommittee

Mission: The Multi-Cultural Academic Advising Subcommittee (MCAAC) builds a networking system that encourages advisors to engage in successful advising interactions with multicultural and underrepresented students, as well as engage in successful networking and partnership opportunities with diverse advising colleagues. MCAAC is motivated to identify student-centered issues and work to address these issues, leading to the improvement of students' academic and social experiences, and ultimately increasing retention and graduation rates among multicultural and underrepresented students. MCAAC also seeks to partner with other committees within CAA to incorporate a multicultural focus in campus-wide events.

Networking and Recognition Subcommittee

Mission: The Networking and Recognition Subcommittee fosters a sense of community among advisors, expands professional relationships among advisors and other university personnel, and recognizes and celebrates the achievements of advisors and the advising community. The Subcommittee shall be composed of USF academic advisors who coordinate and host networking, appreciation, and social events throughout the academic year. The Subcommittee partners with other subcommittees in developing and coordinating programs and hosts the annual subcommittee kickoff and recruitment event. The Subcommittee also shares advising best practices and accolades to the advising community through social media and email distribution lists.

Professional Development Subcommittee (PDC)

Mission: The Professional Development Committee (PDC) will provide opportunities for learning, personal development, and professional growth, beyond the minimum training required for professional academic advisors. Members will design and deliver knowledge and skill development opportunities using a diversity of formats through the academic year. The committee will also provide a forum for advisors across campus to share conference or poster presentations, graduate research, campus or community engagement work, or technical skills of particular interest (e.g., Excel, Canvas courses, etc.). Membership will be limited to no more than 12 members to maximize the committee's work.

Ad Hoc Subcommittees

Assessment for Academic Advising Subcommittee

Mission: This Subcommittee shall develop a strategic plan including mission, vision, goals and advisor outcomes for professional academic advising at the University of South Florida. Through a focus on learning outcomes, the Subcommittee will establish a process of continuous improvement in the overall academic advising experience as well as within college level advising programs by supporting the continued development and administration of the academic advising student satisfaction survey as well as collecting and evaluating other quantitative and qualitative measures. The committee is responsible for selecting the Outstanding Advising recipients each Fall and delivering an annual report to CAA each Spring.

Student Advisory Subcommittee

Mission: The Student Advisory Subcommittee is an ad hoc subcommittee that meets to fill short term needs that require student input. CAA will appoint a subcommittee chair, as well as develop a charge for the work to be completed. The subcommittee chair will assemble members, who will engage USF undergraduate students to provide input as needed, and will report back to CAA upon the completion of the work undertaken. After the final report is approved by CAA, the subcommittee will be dissolved until the next need arises.

CAA Charge as a Living Document

To ensure relevance and timeliness of this Charge and its associated Council activities, a review process shall be conducted annually whereby this Charge is assessed for its fit with regard to the University Strategic Plan, the needs of the academic advising community, and the needs of students, with any appropriate recommendations for changes or enhancements made to the Dean of Undergraduate Studies and the Assistant Dean of Advising and Analytics.