

**University of South Florida
Council on Academic Advising**

Effective August 5, 2024

Charge:

Through a shared leadership model, the Council on Academic Advising (CAA) promotes excellence in advising practice by ensuring the contributions of the advising community towards advancement of University's Strategic and Accountability Plans. Under the sponsorship of the Dean of Undergraduate Studies, the CAA is charged with enhancing the effectiveness, integration, and impact of academic advising on student success and institutional objectives.

The council shall review and propose policies and procedures and make recommendations to the Dean of Undergraduate Studies, the Undergraduate Council, the General Education Council, VP Student Success, Office of the Registrar, and other administrative offices as appropriate.

Responsibilities:

1. Develop annual priorities and set annual goals that drive contributions of the advising community towards supporting the advancement of student retention, persistence, graduation rates, and high levels of academic achievement.
2. Represent the needs of professional undergraduate academic advisors by providing perspective, counsel, and proposing policies and business practices to resolve issues pertaining to student academic services.
3. Develop and implement coordinated programs and efforts to cultivate the professional growth of academic advisors across the University.
4. Serve as a liaison to other University councils, committees, and offices whose functions relate to academic advising or student academic services.
5. Provide recommendations for advising technologies and student success systems related to advising processes.

Council Membership:

The Council on Academic Advising (CAA) general membership shall consist of one member from each undergraduate college, or unit that confers undergraduate degrees and one member from each campus. College members will be the senior advising professional for each unit, or their designee. Campus representatives will be confirmed at the discretion of the Dean of Undergraduate Studies.

Official members are responsible for meeting attendance, voting, serving on the CAA Executive Board, and as CAA Committee Liaisons.

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 Committees and to actively participate in committee sponsored events and initiatives.

Council Official membership shall include one representative from each of the following:

- College of the Arts
- College of Arts and Sciences
- College of Behavioral and Community Sciences
- MUMA College of Business
- College of Education
- College of Engineering
- College of Nursing
- College of Public Health
- Undergraduate Studies
- Honors College

Campus Partners (non-voting membership) are units which conduct academic advising responsibilities as part of their mission and are invited to monthly convenings to discuss topics related to the charge of the council and its annual priorities and goals. While additional campus partners will be invited based on agenda items, standing campus partners include representatives from Academic Advocacy, Financial Aid, and Registrar. Advising Campus Partners are non-voting representatives.

Roles:

Executive Sponsor

The Dean of Undergraduate Studies serves as the Executive Sponsor for the Council of Academic Advising and affirms the council's priorities and provides administrative and budgetary oversight for its activities.

Executive Board

The Executive Board consists of six leaders from the advising community, constituting three college leads and three campus leads. The Executive Board is responsible for determining and executing annual priorities and goals, developing meeting agendas, and updating the CAA Executive Sponsor on progress towards annual priorities.

The Past College Lead, College Lead, and Incoming College Lead 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 revisions to the rotation. The rotation schedule must be approved by a majority vote of CAA. Campus Leads will be confirmed at the discretion of the Dean of Undergraduate Studies in consultation with Campus-based leadership serving its undergraduate students.

College Lead

In collaboration with the Executive Board, the College Lead shall represent the council at select committee meetings; solicit and recommend agenda items, schedule CAA meetings, and convene both CAA General Board and Campus Partner Meetings; and appoint committees.

Incoming College Lead

In collaboration with the Executive Board, the Incoming College Lead shall represent the council at Yield Team Meetings; assist the College Lead with preparing for the business meetings; and other duties as determined by the College Lead. The Incoming College Lead will serve as the CAA representative to Advising Associations such as NACADA and FLACADA

Past College Lead

In collaboration with the Executive Board, the Past College Lead shall provide information and resources to the College and Incoming College Lead to ensure the consistency of leadership and momentum towards meeting council goals. The Past College Lead convenes meetings of the CAA Committee Chairs.

Campus Leads

The three campus leads will share administrative responsibilities that support the operations of the Council such as Liaisons to CAA Committees, coordination of Provost’s Undergraduate Advising Awards, and other administrative priorities identified by the Executive Sponsor.

Current Rotation Schedule

Year	Incoming College Lead	College Lead	Past College Lead
2024-2025	College of Arts and Science	College of Public Health	Undergraduate Studies
2025-2026	College of Nursing	College of Arts and Science	College of Public Health
2026-2027	Muma College of Business	College of Nursing	College of Arts and Science

Meetings:

Some interaction of the Council shall meet each week in the following cadence:

Week 1:	Executive Board
Week 2:	General Board (Working Meeting) convened by the College Lead
Week 3:	Campus Partners (Business Meeting) convened by the College Lead
Week 4:	Committee Meetings convened by the Past College Lead

The purpose of the General Board (formerly Working Meetings) is to designate time to discuss advising opportunities and collectively brainstorm solutions to shared academic advising concerns, allowing members to address issues and come to consensus on matters that require a response from CAA. Working meetings are attended by voting members, minutes are not taken. Minutes are taken and distributed to the Council after the meeting.

The purpose of Campus Partner meetings (formerly Business Meetings) is to share updates from members and campus partners and gather input from members related to Council business. 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 College Lead may call for a simple majority vote and, in the event of a tie, their vote will decide.

Committees:

Purpose and Operation

Committees serve under the leadership and scope of CAA to further the Council's efforts at meeting its charge and responsibilities. Ad-hoc committees may also be appointed at the discretion of the Executive Board to conduct short-term projects.

Roles and Membership

Committee members are expected to be active participants by committing to regular attendance at committee meetings and 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. Committee Chairs should address this or other concerns about their subcommittee by contacting the CAA Executive Council in writing.

Committees must elect at least one member (with a maximum of two) as the committee chair. Chairs attend Monthly Committee Chair meetings to report to and partner directly with CAA to align committee agendas and activities with current goals of CAA.

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

Reporting

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

Committees:

Advisor Onboarding and Training Committee

Purpose: The Advisor Onboarding and Training Committee develops and maintains the Canvas training modules, which are used to onboard new academic advisors in each department. The Committee 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 Committee will provide training sessions and materials for current advisors. Training materials include the baseline knowledge all academic advisors at USF are expected to know to do their work. The membership of this Committee will consist of a representative from each college or academic unit, as appointed by that unit director. This committee works in collaboration with the Professional Development Committee to plan, execute and assess All-Advisor Day with an appointed Council Member, the 2024-25 Council Member is Ellisa Santos.

Systems and Technology Committee

Purpose: The CAA Systems and Technology Committee 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, Archivum, 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 Committee may provide recommendations for enhancement of advising processes and systems and communicate those to appropriate constituencies through the Council Executive Board and an appointed Council Member, the 2024-25 Council Member is Lisa Landis.

Multicultural Academic Advising Committee

Purpose: The Multicultural Academic Advising Committee (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, persistence, 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 Committee

Purpose: The Networking and Recognition Committee 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 Committee shall be composed of USF academic advisors who coordinate and host networking, appreciation, and social events throughout the academic year. The Committee partners with other committees in developing and coordinating programs and hosts the annual committee kickoff and recruitment event. The committee also shares advising best practices and accolades to the advising community through social media and email distribution lists.

Professional Development Committee (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.).

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.

2024-25 Council of Academic Advising Roster

Executive Board

Name	Role	Affiliation
Elissa Santos	College Lead	College of Public Health
Dr. Shane Combs	Past College Lead	Undergraduate Studies
Autumn Mueller	Incoming College Lead	College of Arts and Sciences
Dr. Fai Howard	Campus Lead	Tampa
Dr. Aurélio Valente	Campus Lead	St. Petersburg
Dr. Jennifer VanDeWoestyne	Campus Lead	Sarasota-Manatee
Dr. Allison Crume	Executive Sponsor	Undergraduate Studies

General Board

Name	Title	Affiliation
Guner Celik	Manager of Academics and Student Success	College of the Arts
Lisa Landis	Director of Advising and Student Support Services	College of Behavioral and Community Sciences
Michelle Jenkins	Director of Advising	Muma College of Business
Dr. Jeany McCarthy	Director, Student Academic Services	College of Education
Dr. Mary Goodwin	Director of Student Services & Advising	College of Engineering
Rebecca Gubernick	Assistant Director of Advising	College of Nursing
Arnaldo Mejias	Director of Advising	Honors College

Committee Chairs

Name	Committee	Affiliation
Walter Davis	Advisor Onboarding and Training Committee	Undergraduate Studies
Elissa Santos	Advisor Onboarding and Training Committee (CAA Representative)	College of Public Health
Mary Collins	Systems and Technology Committee	College of Arts and Sciences
Lisa Landis	Systems and Technology Committee (CAA Representative)	College of Behavioral and Community Sciences
Katrina Andreson	Multicultural Academic Advising Committee	College of Arts and Sciences
Topher Mowry	Networking and Recognition Committee	Sarasota-Manatee Campus
Justine Leigh	Professional Development Committee	College of Behavioral and Community Sciences