

Advisors' Council Meeting Agenda

Wednesday, March 18, 2020
8:45am-10:00am
via Zoom

1) Welcome

2) Voting

- a) February Minutes
- b) Proposed update to mission statement:
Advising exists to support student success at UTC. Through a collaborative relationship, advisors support a diverse population of students in the holistic development of an educational plan that supports their academic, professional and personal goals.
- c) Changes to bylaws (listed at end of the agenda)

3) Announcements

- a) Accepting award nominations

4) Events - CANCELED

- a) Brown Bag Lunch – March 18th
- b) Brown Bag Lunch – April 15

5) “Registrar’s Minute” – Joel Wells

6) Questions/Concerns/Updates

7) Future Business:

- a) Sub-committee pitches
- b) April/May vote on Leadership Roles
- c) Curriculum update at April/May meeting

8) Close

We will meet again on Wednesday, May 5, 2020 in the Chickamauga Room.

1. By-Law Proposals to be voted on:

I.

- a. Renaming Training Committee to: Training and Development Committee, ~~current Training Committee Chair title to be changed to Chair of Training and Development. There are no changes to the duties and responsibilities of the chair~~

CURRENT VERBIAGE: The Training Coordinator shall lead the Training Committee to further develop an advisor training curriculum for professional and faculty advisors, maintain training records, coordinate training offered to professional and faculty advisors primarily outside of the monthly council meetings, and assist with other projects as needed.

UPDATED VERBIAGE: The Training and Development Coordinator shall lead the Training and Development Committee to further develop an advisor training and professional development curriculum for professional and faculty advisors, maintain training records, coordinate training offered to professional and faculty advisors primarily outside of the monthly council meetings, coordinate awards and recognition of professional and faculty advisors on the University of Tennessee at Chattanooga campus and assist with other projects as needed.

- b. The Ad Hoc Committee Awards and Recognition will be folded into Training and Development as part of the development initiative.

II.

- i. New By-Law wording: The Training and Development Coordinator shall lead the Training and Development Committee to further develop: an advisor training curriculum for professional and faculty advisors, maintain training records, coordinate training offered to professional and faculty advisors primarily outside of the monthly council meetings, coordinate awards and recognition of professional and faculty advisors on the University of Tennessee at Chattanooga campus, and assist with other projects as needed.
- c. Renaming Promotions Committee to: Promotions and Communication Committee, the Secretary of Advisors' Council will remain ~~chair~~ coordinator of the committee. There are no proposed changes to the committee or Secretary role
- i. New By-Law wording: The Secretary shall take minutes of Advisors' Council and Leadership meetings, regularly communicate with Advisors' Council members, post minutes on the Advisors' Council website, take attendance, create semester newsletters to

send to the Advisement listserv, maintain the Advisement listserv, contact new advisors on campus and invite them to join the Advisors' Council, ensure the Advisement website is updated, and assist with other projects as needed. The Secretary will also serve as the coordinator of the Promotions and Communication Committee. The Promotions and Communication Committee will be entrusted with conceptualizing, organizing, and executing promotion of advising on the University of Tennessee at Chattanooga Campus.

- d. Removal of the Transfer Advising Liaison from Leadership Team