

Senate Document SD 21-1  
Amended and Approved,  
9/13/2021  
Amended and Approved,  
11/8/2021

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Educational Policy Committee

DATE: 9/3/2021

SUBJ: Amendment to the Bylaws – Formation of Advising Subcommittee

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WHEREAS, The faculty constitution, section VI.A.1.a, gives Voting Faculty the power to recommend policies concerning “the admission and academic placement of students”; and,

WHEREAS, The Bylaws of the Senate provide (5.3.3.2.1.) that the Educational Policy Committee shall be concerned with “academic placement”; and

WHEREAS, advising relates directly to curriculum, academic placement, and aspects of student life which relate to the educational process; and

WHEREAS, PFW is implementing a new central advising unit beginning in Fall 2021;

BE IT RESOLVED a new Advising Subcommittee be formed, supervised by the Educational Policy Committee, as provided for in the following addition to the Bylaws:

#### **5.3.3.2.3.8. Advising Subcommittee**

**5.3.3.2.3.8.1. Membership:** The Advising Subcommittee shall consist of

**5.3.3.2.3.8.1.1.** The Chief Academic Officer or a designee (nonvoting);

**5.3.3.2.3.8.1.2.** Two academic advisors from the Office of Academic Accountability and Student Success:

**5.3.3.2.3.8.1.3.** Six members of the Voting Faculty or continuing lecturers, who have advising responsibilities, elected by the Senate in such a manner that all Major Units that perform student advising shall be represented:

**5.3.3.2.3.8.1.4.** One student.

**5.3.3.2.3.8.1.5.** The Presiding Officer of the Senate shall request the Executive Director of Academic Accountability and Student Success to create a process for selecting the academic advisors and the Student Government to select the student representative.

**5.3.3.2.3.8.2. Responsibilities:** Responsibility for administering the advising program shall reside with the Executive Director of Academic Accountability and Student Success, assisted by the Subcommittee, which shall report to the Faculty through the Educational Policy Committee. Specifically, the Subcommittee shall:

**5.3.3.2.3.8.2.1.** Analyze assessment data from the Office of Academic Accountability and Student Success.

**5.3.3.2.3.8.2.2.** Recommend to the Senate and to the Chief Academic Officer policies related to the campus advising program.

**5.3.3.2.3.8.2.3.** Conduct an ongoing review of the goals and operations of the program, with biennial reports and recommendations to the Educational Policy Committee and the Chief Academic Officer as appropriate.

**BE IT FURTHER RESOLVED, that the Nominations and Elections Committee conduct an election for the Voting Faculty or Lecturer membership of the Advising Subcommittee as soon as practicable; and**

**BE IT FURTHER RESOLVED, that, pursuant to Section 5.1.3 of the Senate Bylaws, the six Voting Faculty or Lecturer members of the Advising Subcommittee shall serve staggered terms, two for the term December 2021-August 2022, two**

**for the term December 2021-August 2023, and two for the term December 2021-August 2024; and**

**BE IT FURTHER RESOLVED, that the Nominations and Elections Committee shall assign which Voting Faculty or Lecturer members of the Advising Subcommittee chosen in this special race shall serve which terms using the order of the results generated by a preferential ballot, starting with the two members serving the December 2021-August 2024 term, then continuing with the two members serving the December 2021-August 2023 term, and concluding with the two members serving the December 2021-August 2022 term.**