



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

(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.

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.

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.

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.

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

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.

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.

	College of Arts and Science	College of Public Health	Undergraduate Studies
	College of Nursing	College of Arts and Science	College of Public Health
	Muma College of Business	College of Nursing	College of Arts and Science

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



*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

*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.).

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.

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

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 E30.6T0.55.08.3.25 reW

