

## MEMORANDUM

TO: Academic Advising Committee

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: September 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Academic Advising Committee for the 2011-2012 academic year in accordance with Radford University's Internal Governance Document. Your interest in and commitment to Radford University by serving on this committee is very much appreciated.

### **Membership:**

### **Terms**

Vice Provost for Academic Affairs	Dr. Bill Kennan	Permanent
Advising Coordinator – Humanities and Beh. Sci.	Ms. Deborah Kitts	Permanent
Advising Coordinator – Business & Economics	Ms. Nasim Schwab	Permanent
Advising Coordinator – Educ. & Human Develop.	Ms. Donna Dunn	Permanent
Advising Coordinator – Health & Human Serv.	Ms. Loretta Estes	Permanent
Advising Coordinator – Science & Tech	Ms. Susan Underwood	Permanent
Advising Coordinator – Visual & Perform. Arts	Ms. Donna Oliver	Permanent
Advising Coordinator – Pre-Major Advising Ctr.	Ms. Patti Williamson	Permanent
Registrar	Mr. Matthew Brunner	Permanent
Director – New Student Programs	Mr. Mike Dunn	Permanent
Assist. Director – New Student Programs	Mr. Michael Richardson	Permanent
Admissions Office Representative	Mr. James Pennix	Permanent
Interim Director – Experiential Learning	Ms. Ellen Taylor	Permanent
Teaching Faculty	Dr. Sharon Gilbert	2011-2014
Teaching Faculty	Dr. Jonathan Phillips	2010-2012
Student	Mr. Lee Hicks	2011-2012

### **Committee Function:**

Plans, monitors, and evaluates all functions related to academic advising to include the advising of students, registration processes, QUEST, graduation check-out, degree-audit, and academic policies affecting student progress and retention. The committee makes recommendations to improve academic advising as well as policies and practices affecting students' success and progress toward graduation. Ensures that all undergraduate students receive adequate and equitable advising that is appropriately evaluated. Recommendations from the Academic Advising

Committee are forwarded to the Provost through the Academic Policies and Procedures Committee where appropriate.

The Responsible Administrator listed below or his/her designee shall call the first meeting of the committee at which the committee will elect a chair. It is the responsibility of the chair to insure that minutes are recorded for each committee meeting. Those minutes and supporting documents shall be forwarded to the Responsible Administrator and copied to Dr. Rhett Herman for posting on the Faculty Senate website as soon as possible after each meeting.

**Designated Administrator:**

Provost