

Advising Committee Bylaws

Name

Advising Committee of the College of Southern Idaho

Purpose

The purpose of the CSI Advising Committee is to

1. Act as the interface between students, faculty, administration, and the Advising Center for the exchange of ideas and information
2. Represent faculty advising concerns to administration and to the Advising Center
3. Communicate changes in advising to the faculty; discuss and recommend implementation of best advising practices
4. In conjunction with the Advising Center, disseminate training to new and current faculty members
5. Ensure that information is appropriately shared between students, faculty, administration, the Advising Center, and other offices (IT).

Membership

1. Ex Officio Members
 - a. Associate Dean of Student Success – John Hughes
 - b. Advising Center Coordinator – Catrina Chapple
 - c. Institutional Technology Office Representative – Larisa Alexander
 - d. Admissions Office Representative – Heather Barnes

2. Department Representatives
 - a. Nominated by Department Chair, invited to join by the CSI President
 - b. Members will serve for two years
 - i. Agriculture
 - i. Biology
 - ii. Business
 - iii. Education
 - iv. English, Languages, and Philosophy
 - v. Visual, Performing, and Liberal Arts
 - vi. Health Sciences and Human Services
 - vii. Information Technology Education
 - viii. Library and Information Science
 - ix. Mathematics, Engineering, and Computer Science
 - x. Health, Recreation, and Fitness
 - xi. Physical Science
 - xii. Registered Nursing
 - xiii. Social Science
 - xiv. Trade and Industry

2. Student Senate Representative
 - a. Appointed annually by the Student Senate Advisor

Organization

1. Department Representatives will serve on the Advising Committee for 2 years
2. A Chair-Elect will be selected from among those members serving in their second year. The Chair elect will serve for one year.
3. The Chair will serve on the committee for an additional year (for a total of three years).
4. A Secretary will be selected from among the members.
5. Regular terms of service will begin with the first committee meeting of the new academic year

Voting

1. No meeting of the Advising Committee will be official if less than a simple majority of members is present.
2. All matters before the Advising Committee will be decided by a simple majority vote of the members present. Amendments to the by-laws require a two-thirds vote when a simple majority of members is present.
3. The Chair will cast a vote only to break a tie.
4. The purpose of the Advising Committee will be to make recommendations. All votes will be to further that purpose and will be non-binding upon the College of Southern Idaho.

Meetings

1. Regular Advising Committee meetings will be held to second Tuesday of each month
2. Additional meetings may be scheduled at the discretion of the Chair