

WSU Vancouver Advising Council  
Organizational Purpose and Structure  
Updated June 2016

Vancouver Advising Council (VAC)

Purpose: Advising at WSU Vancouver is a shared responsibility between Academic Affairs and Student Affairs. The Vancouver Advising Council (VAC), within the context of the Advising Vision, shares information, discusses issues, and recommends policy and procedures related to student advising to appropriate campus bodies. The Council reports to Academic Affairs. The Council promotes the mission of academic advising and best practices through professional development and assessment activities.

Membership: VAC membership is comprised of Academic Coordinators, Departmental Professional Advisors, Registrar, Admissions Staff, Student Achievement Manager, and the Associate Vice Chancellor for Academic Affairs. The Vice Chancellors for Academic Affairs and Student Affairs serve as ex-officio members. The VAC chair serves for one calendar year and concurrently serves on the VAC Executive Committee.

The VAC meets every other week during the academic year, and once per month during the summer. Meetings are open to the campus.

VAC Executive Committee (Exec)

Purpose: The VAC Executive Committee exists to address topical issues that arise from the VAC or external constituencies where intensive data collection and analysis are needed. Findings are reported to the VAC membership for discussion and consensus resolution. Exec is then responsible for ensuring that VAC solutions are implemented. Exec is also in charge of setting the VAC meeting agenda and overseeing the VAC budget and expenditures.

Membership: The Exec committee consists of 6 members of the VAC, four of whom are elected by the VAC, with seats allocated for representatives from (1) admissions/registrar, (2) one academic coordinator from the College of Arts & Sciences, (3) one academic coordinator from an academic unit and (4) one academic coordinator from any unit. Elected members serve two calendar year terms. The Associate Vice Chancellor of Academic Affairs and the Student Achievement Manager hold a permanent position. The AVCAA cannot be elected as chair or treasurer. Each Exec member serves as ex-officio on at least one standing VAC committee (see below). Exec meets every other week during the academic year and once per month during the summer.

Selection Process: The 4 elected Exec positions and the VAC chair are determined by the VAC through an election process. All VAC members are eligible to vote. Voting is facilitated by Academic Affairs and occurs via electronic means. The election is held each May with terms to begin each July 1. Each May, two Exec positions are elected according to the following schedule:

1. Admissions/Registrar position on even numbered years.
2. Academic Coordinator from CAS on even numbered years.
3. Academic Coordinator from an academic unit on odd numbered years.
4. Academic Coordinator from any unit on odd numbered years.

Once the Exec election is complete, the VAC membership chooses the VAC chair from the elected Exec members slated to serve for the upcoming calendar year. Voting is facilitated by Academic Affairs and occurs via electronic means.

#### VAC Chair Responsibilities

- Schedule room for VAC & Exec meetings
- Preside over VAC & Exec meetings
- Appoint a Treasurer within Exec
- Disseminate agenda and meeting minutes
- Coordinate and arrange the use of the advising banner
- Solicit note takers for general VAC meetings
- Collect attendance sheet from VAC meetings

#### Treasurer's Responsibilities

- Collaborate with Academic Affairs on budgeting for the fiscal year
- Collaborate with Academic Affairs on the purchasing process

#### Standing Committees of VAC

Purpose: The VAC has standing committees to promote progress in critical areas related to the mission. Exec solicits and appoints members of standing committees. Members serve a two-year term, with the option of serving multiple terms. Standing committee chairs are non-VAC Exec members with one Exec member serving as ex-officio on each standing committee.

The standing committees are:

- Advising Technology
- Assessment
- Professional Development
- Website/Communications

Groups with VAC representation:

- WSU Pullman Advising Council Group (ACG)
- WSU ACADA Executive Committee
- Undergraduate Academic Advising Executive Council (UAAEC)
- Enrollment Management Task Force
- Student Success Council

#### Task Forces of VAC

Task Forces may be established by Exec for projects on an as-needed basis.