

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 5.3.1**

Title: <b>Academic Advisement Committee</b>	
Originated by: Vice President of Student Services	
Signature	Date
Approved:	
Signature	Date
Reviewed:	Revised: November, 21 2011

**Policy Statement:** MATC's Academic Advisement Committee is a representative group of MATC faculty and professional staff who provide structure for and assist with faculty efforts to ensure appropriate, effective, comprehensive academic advising for students.

**Rationale:** Appropriate, effective, comprehensive academic advising by faculty ensures maximum educational and personal benefits for students, together with a seamless transition from enrollment at Manhattan Area Technical College (MATC) to completion of the students' goals/graduation.

**Procedure:**

1. Purpose of the Academic Advisement Committee:  
The purpose of the Academic Advisement Committee is to assist and support faculty in providing a quality learning environment for MATC students through appropriate, effective, comprehensive academic advising.
2. Make-up of the Committee:
  - a. Vice President of Student Services
  - b. Five - eight volunteer committee members from faculty
  - c. Chairperson and Vice-Chair selected from among Committee faculty members; Vice-Chair serves as Committee secretary
  - d. Succeeding Chairs will be tenured Committee members.
3. Length of service of Committee members:
  - a. Initial Chairperson and Vice-Chair and two other committee members will serve terms of three years each.
  - b. Remaining Committee members will serve terms of two years each.
4. Duties of the Academic Advisement Committee:
  - a. Write a committee mission statement;
  - b. Write a committee vision statement;
  - c. Write committee goals/objectives;
  - d. Write and publish Academic Advisement Handbook for dissemination to all faculty members;

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- e. Review and revise Handbook biannually as necessary;
  - f. Provide support/assistance for (i.e., mentor) faculty advisors.
5. Frequency of Meetings
- a. Committee will meet a minimum of two times during both the fall and spring semesters of the first year.
  - b. Beginning with the first meeting during the fall semester of the second year, and for all subsequent years, Committee members will set their meeting calendar for each academic year based on the goals the Committee intends to achieve that year.