



# McGill

# Memorandum

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**TO:** Senate

**FROM:** Jane Everett, Dean of Students

**SUBJECT:** Advising Mission Statement

**DATE:** 17 November 2008

**DOCUMENT #:** D08-36

**ACTION REQUIRED:**  INFORMATION  DISCUSSION  APPROVAL / DECISION

**ISSUE:** The Committee on Student Affairs (CSA) is recommending the adoption of an Advising Mission Statement. It consists of two parts: the mission statement proper and a longer statement defining the advising relationship.

**BACKGROUND & RATIONALE:** The *Principal's Task Force on Student Life and Learning* recommended that a University Advising Mission Statement be drafted and adopted; the *Final Administrative Response* committed the University to following through on this recommendation.

**MOTION OR RESOLUTION FOR APPROVAL:** *Be it resolved that Senate endorse the following Advising Mission Statement.*

The University strives to ensure that quality academic advising is available and accessible for all students, geared to the stage of each student's academic career.

Advising at McGill

The advising relationship is one of partnership, with shared responsibilities: Advisors provide guidance to students, assisting them in making informed academic choices in light of their learning, career and life goals; and the University endeavours to provide appropriate resources to support advising in academic and administrative units.

Students are expected to engage actively with their advisors, to understand the requirements for their programs of study, to be familiar with the University regulations that apply to students and to make use of the information made available to them through various University offices, services and websites.

Faculty-level and departmental advisors, for their part, are expected to help students succeed academically, by providing timely, accurate and coherent information about University regulations and program requirements, and by working, as appropriate, with other University services and resources.

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**PRIOR CONSULTATION:** The proposed statement, which was initially drafted by the CSA Subcommittee on Undergraduate Student Advising in May 2007, has undergone several revisions after extensive consultation with various constituents of the University, including members of the Academic Advisors Network and the Subcommittee on Teaching and Learning. It has been approved by the Committee on Student Affairs (September 10, 2008) and by the Academic Policy Committee (November 13, 2008).

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**NEXT STEPS:** If approved by Senate, the Advising Mission Statement will be publicised via various campus media. Its adoption will also be noted in the *Report Card* (<http://www.mcgill.ca/studentlife/>) and it will 'anchor' the Advising website, which is currently under construction. As well, it will be published in all versions of the *Undergraduate Calendar*. Finally, it will serve as a reference for planning and evaluating advising for staff development, and for developing support services such as e-advising tools.

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**APPENDICES:** N/A

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