



UCD Academic Advising Working Group Terms of Reference 2022-2023

In March 2021, with the approval of the Academic Council Executive Committee (ACEC), the Registrar Professor Mark Rogers established an Academic Advising Working Group under the chair of Professor Marie Clarke, Dean of Undergraduate Studies to inform university wide policy on academic advising. Over a period of 15 months the Working Group oversaw a comprehensive programme of work which included:

- Development of a working definition, objectives and principles of academic advising for UCD
- A university-wide consultation process to capture the perspectives and experience of students and faculty on academic advising
- The piloting of different approaches to academic advising across UCD Schools/disciplines
- An initial exploration of how technology could be leveraged to support academic advising at scale.

In May 2022 a report of the Working Group and its recommendations was presented to the Academic Council Executive Committee for discussion and decision. The recommendations which did not involve resource allocation were endorsed in full. The recommendations that do require resourcing were viewed as a matter for the University Management Team (UMT). It was agreed that the Working Group should continue its work to support academic advising in the wider university context. A formal policy will be developed and sent to Academic Council for approval.

As we move to the next stage of this project, drawing on the results from the disciplinary pilot projects and focusing primarily on the development of systems, processes and resources to support the provision of academic advising for all UCD students, approval is sought from UMT EG to revise the terms of reference of the existing Working Group to focus on the aforementioned areas, reflecting this new stage of the project. These aspects are operational and resource focussed and it is in this context that the approval of UMT EG is sought. It is proposed that a reconstituted Working Group will:

- Review the findings and outputs from the academic advising pilot projects to identify positive practice that could inform institutional policy and any transferrable resources
- Develop and recommend an institutional policy on academic advising, based on the body of work and evidence-base compiled by the original Working Group
- Provide strategic direction and support to colleges on practical steps for implementing academic advising locally
- Make recommendation on IT system(s) that would facilitate the rollout of academic advising at scale
- Advise on the communications around academic advising to meet the different needs of students, faculty and staff
- Consider the introduction of an Academic Advisor role(s) within Schools and Programmes, and associated role descriptors
- Identify the professional development needs of those appointed to academic advisory role(s) and make recommendations on the training and resources required and recognition of this roles as part of the University Faculty Promotions system

- Clarify the role and responsibilities of the student in the academic advising relationship and develop guidance for students regarding

Membership:

Professor Marie Clarke, Dean of Undergraduate Studies (**Chair**)

Ms Judith Archbold, Senior Project Manager, UCD Teaching and Learning

Associate Professor Conor Buggy, School of Public Health, Physiotherapy & Sports Science

Ms Diane Cashman, School of Veterinary Medicine

Ms Genevieve Dalton, Director of Customer & Academic Services, IT Services

Dr Carmel Davies, School of Nursing and Midwifery

Dr Kelly Fitzgerald, Head of School, School of Irish, Celtic Studies and Folklore

Ms Áine Galvin, Director, UCD Teaching and Learning

Assoc Professor Jaime Jones, School of Music

Assistant Professor Jennifer Keenahan, School of Civil Engineering (*from January 2023*)

Mr Marc Matouc, UCD SU Graduate Officer

Professor Frank Monahan, Head of School, School of Agriculture & Food Science

Ms Jennifer Murphy, Director, College of Social Science and Law Office

Ms Martha Ni Rhiada, UCD SU Education Officer*

Mr Lee O'Farrell, Specialist Officer, UCD Registry

Ms Aisling O'Grady, Head of Student Advisory Service

Committee Support

Ms Susan Devereux, UCD Teaching & Learning (tl@ucd.ie)

Meeting Schedule

The Working Group will meet four times per academic year.