

ASUMH PROPOSAL FORM

1. Submitted to the Academic Affairs Committee	on this date: January 29, 2024
Estimated time needed to present proposal: 10 minutes	
2. Please provide a detailed description of the proposed activity, policy, or practice.	
1. The Advising Work Group recommends that all advising information be posted in one central location on the ASUMH website. Currently, a web page exists but is not in use: https://asumh.edu/pages/main/637/advising/	
At this point, advising information is posted in the Virtual Advising Center (VAC) and Advising Workspace in Blackboard. With the transition to Canvas, these courses would have to be brought over and all materials updated. Additionally, advising information is posted in the Portal: https://jicsportal.asumh.edu/ICS/Advising/ . Degree rotations and advising aid documents are posted there.	
The Advising Work Group believes that posting all advising information in one central location makes it more accessible to all constituents and updates to information can be managed more easily.	
2. Additionally, the Advising Work Group recommends that when advising documents are updated, those making the changes should ensure the documents are dated so that advisors know which documents are most current.	
3. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice.	
This proposal amends the current practice of posting advising information in Virtual Advising Center and Advising Workspace in Blackboard and within the Portal.	
4. Will this proposal require budgetary expenditures? If so, please provide an estimated amount.	
NO	
5. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form.	
NO	
6. Submitted to the SGOC by committee on this date:	
February 5, 2024	
7. Faculty and Staff Senate and SGA amendments:	
<div style="text-align: right; color: blue;">None - SS, FS</div>	
8. Faculty and Staff Senates, SGA, and Committee review completed on this date:	
<div style="text-align: right; color: blue;">2/9/24 SS, FS</div>	
9. Submitted to Chancellor by SGOC on this date:	
10. Chancellor's approval, assignment, and comments:	
<div style="color: blue; font-family: cursive;"> Assign advising work group to manage content. </div>	
11. Proposed activity completed on this date:	