Roles and Responsibilities

Role of the Advisory Committee Chair:
The members of the Advisory Committee elect a chair to serve a term determined by the by-laws of the committee. The chair:

- Serves as a liaison between the Board of Regents, other advisory/administrative committees and the committee
- Convenes and conducts all meetings, calls for agenda items prior to meetings, and appoints subcommittees (where applicable)
- Submits approved minutes to the Board of Regents through the USG liaison

Role of the Advisory Committee Members:
The members of the Advisory Committees are appointed by a University System of Georgia Provost/Vice President of Academic Affairs. The committee member:

- Attends and participates in face-to-face and virtual committee meetings
- Reviews proposals for courses and programs of study in the discipline or disciplines within the purview of the committee
- Creates reports and recommendations concerning the improvement of instruction and the curriculum
- Exchanges information and ideas
- Works to improve articulation and coordination between units of the University System of Georgia
- Considers any other matters requested by the Executive Vice Chancellor/Chief Academic Officer or his/her representative

Role of the Liaison:
All academic and administrative advisory committees will have at least one University System of Georgia liaison designated by the Executive Vice Chancellor/Chief Academic Officer. The liaison:

- Attends the meetings of the academic committee
- Shares information about system initiatives and updates with the committee
- Answers committee questions about system policies, initiatives, and changes
- Assists in the coordination of recommendations, studies, and reports of the committee to assure that actions of the committee are forwarded to the appropriate group for consideration
- Assists committee with the posting of meeting minutes and other documents to the University System of Georgia website