



**CETYS Universidad**  
**Vice-President of Academic Affairs**  
**Academic Advisory Board**

*This is an abbreviated report of the original document.*

### **Introduction.**

The Academic Advisory Board (AAB) is an institutional entity that aims to be a space for reflection to evaluate and propose actions for possible improvements, extensions or adjustments to practices related to Faculty Development, Student Life and Curriculum and Co-curriculum.

There is interactivity among the entities that make up the institutional activity, which creates a need for having statutes, regulations, policies, agreements, operation styles, uses, ways of acting, etc.

The mission of the Academic Advisory Board is to recognize areas of opportunity, improvable aspects, or even practices that could overshadow the systemic identity of the decision-making process, addressing several points of view to generate recommendations with an academic focus.

The Academic Advisory Board is not an executive entity, so it requires a leader; in this case the Vice-President of Academic Affairs, institutional figure that gives sense to the discussion and orients it or re-orientes it, if necessary.

### **Nature of the Academic Advisory Board**

One of the responsibilities of the AAB is the identification of documents that give sense to the decision-making process or help in the solution of problems:

- IENAC Statutes (May 6, 2011)
- General Statute of CETYS University System (October, 2005)
- Rules for Postgraduate Students (June, 2011)
- Rules for Undergraduate Students (August, 2011 – July, 2012)
- Rules for High School Students (August, 2011 – July, 2012)
- Academic Freedom of Students (January, 2012)
- Code of Honor (Students) (August, 2006)
- Master Plan for Research. CETYS University (October, 2005)
- CETYS University Regulations for Research (S/F) (Identified through Google)
- Institutional Plan for Research (Summer, 2012)
- Policy for complaints from professors and process to address them (February, 2012).
- Complaints from Professors Form (February, 2012)
- Institutional Research Commission (February 2012)



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Other supplementary documents can be identified from the previous list. The correct interpretation of their supplementary nature, scopes and improvements can be detected in the following documents:

- Rules for Undergraduate Students (August, 2011 – July, 2012)
- Rules for High School Students (August, 2011 – July, 2012)
- Master Plan for Research. CETYS University (October, 2005)
- CETYS University Regulations for Research (S/F) (Identified through Google)
- Institutional Plan for Research (Summer, 2012)
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- Complaints from Professors Form (February, 2012)
- Institutional Research Commission (February 2012)
- Observations were made about what the Professor's website should contain.

Topics and achievements by commission are shown in detail below.

### **Curriculum and Co-curriculum Commission**

**Representatives:** 2011 – 2013 Period, Sialia Mellink and Lisette Salgado. 2013 – 2015 period, Marina Alvelais Alarcón and Imelda Armenta

Analyzed topics:

- CENEVAL. Its application, results, and benefits of continue using it as an external evaluation instrument.
- Learning assessment.
- Process for the design and review of academic programs.
- Participation in meetings for the Internationalization program.

Main achievements:

- Proposal letter: CENEVAL
  - Participation of the faculty from all Colleges as:
    - Technical Advisor for the test
    - Member of the Academic Board
  - Establish an affordable plan that allows the institution to have a representation with CENEVAL that covers as many programs as possible.

Projects to develop:

- Analyze and evaluate the processes for designing and reviewing academic programs.
- Analyze and evaluate the parameters that define the quality of the academic programs, as well as their competitiveness and appropriateness according to demand and tendencies.
- Analyze, evaluate and promote the development of the institutional distinctive elements through their integration to the academic programs, processes, and curricular and co-curricular activities associated with them.
- Analyze and evaluate the learning assessment plans and processes in the curricular and co-curricular levels.

### **Faculty Development Commission**

**Representatives:** 2011 – 2013 Period, Adriana López and Salvador Baltazar. 2013 – 2015 Period, Paulina Vargas and Adriana López.

Analyzed topics:

- Culture and healthy lifestyles: The possibility of having a leader in each school to promote these initiatives and giving a percentage, even minimal, to the professor evaluation instrument.
- Adjunct professors: The possibility of granting them scholarships for studying an academic program, and rewarding them for their service at five years.
- Functions of a program coordinator: Proposal of the specific functions of a program coordinator.
- The implications of professors teaching subjects in the different campuses of CETYS University.

Main achievements:

- Functions of a coordinator. Two files describing the specific functions of a program coordinator were presented to address the need to clarify, unify and communicate the functions that a program coordinator must carry out.
- Adjunct professors. In different meetings we addressed the need to distinguish this group of professors in the areas of training, seniority and participation in the AAB.

Projects to develop:

- Participation of adjunct professors in the Academic Advisory Board, which involves analysis of the regulatory framework.
- Analyze functions of the coordinators.
- Regarding adjunct professors, support them with scholarships for academic programs and reward them for their service.



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### **Student Life Commission**

**Representatives:** 2011 – 2013 Period, Imelda González and Eliseo Mendoza. 2013- 2016 Period, Roberto Salas and Sialia Melik.

Topics analyzed:

- Involvement of professors in student life
- Meetings with: Members of the Student Association, Student Life Directors, Students.
- Review of Rules for Students.

Main achievements:

- The opinion of the Student Association was presented to the Board and the areas involved.
- The opinions on student life improvement involve professors, and this was made known to the Board.
- A request for schedule rearrangement was made so that extracurricular activities do not affect the regular class schedule.

Projects to develop:

- Establish a communication channel between the Student Associations and the academic entities.
- Integrate the opinion of the students to organizations such as this.

### **Institutional Policies and Academic Organization Commission**

**Representatives:** 2011 – 2013 Period, Ma. Carmen Echeverría and Isaac Azuz. 2013 – 2015 Period, Josue López and Eliseo Mendoza.

The following documents were analyzed:

- Rules for Undergraduate Students (August, 2011 – July, 2012)
- Rules for High School Students (August, 2011 – July, 2012)
- Master Plan for Research. CETYS University (October, 2005)
- CETYS University Regulations for Research (S/F) (Identified through Google)
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- Observations were made about what the Professor's website should contain.

#### Main achievements:

- The AAB has a space in the panel during graduation ceremonies.
- A representative from AAB was invited to speak on behalf of the faculty of CETYS when WASC accreditation was obtained.
- Most of the suggestions made by this commission on analyzed documents were considered.
- A lot of the reviewed policy instruments are being used (e.g. Institutional Research Commission, Complaint process).
- There has been significant progress in the improvement of CETYS's website.
- Many of the spaces and elements recommended by this commission for proper functioning and optimization of the institutional webpage are working.
  - Space for professors
    - Institutional information
    - Academic information
    - Academic processes
  - Complaint process
    - Institutional policy
    - Register and process
    - Registration form

#### Projects to develop:

- Review the professor evaluation and retribution system.
- Review academic load (including subjects from master's programs) and commissions for full and part-time professors.