TITLE: **Program Advisory Committee**

PROCEDURE NUMBER: **3-1-4010.1**

RELATED POLICY AND PROCEDURES: **3-1-4010 Program Advisory Committee**

DIVISION OF RESPONSIBILITY: **Academic Affairs**

June 24, 2013	**October 29, 2024**	**October 24, 2018**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs to review and revise this procedure.

Procedure

This procedure sets forth the guidelines for program advisory committees in such a way as to maximize the program opportunities and stay current with industry, business, and technology changes.

A. Membership on the Advisory Committee

1. Members represent all relevant and related perspectives of the curricula, are representative of the College service area, and address diversity for broad gender and ethnicity representation.

2. Members serve for three-year staggered terms which are repeatable based on committee approval.

3. Members are selected by the Department Head/Academic Program Director, with advice and counsel of the Dean and/or Vice President for Academic Affairs.

B. Operations of the Advisory Committee

1. Advisory committees meet formally once or twice a year (preferably in the fall and spring semesters).

2. Agendas are prepared in advance and circulated to the Dean in that division for appropriate comments or suggestions.

3. As part of the Commission on Higher Education mandate, advisory committee members complete a self-evaluation process. The purpose of the evaluation is to assess the perceived "effectiveness in its defined role to the institution and to assess the advisory committee members perception of graduates attainment of the general education competencies of the College. Completed surveys are tallied and sent to the Vice President for Academic Affairs and Institutional Effectiveness.

4. Formal minutes are taken and distributed by the Department Head/Academic Program Director to the appropriate parties (e.g. Dean, Vice President for Academic Affairs, Office of Institutional Research and departmental faculty). Electronic copies of all minutes are kept on file in the offices of the Dean and the Vice President for Academic Affairs.

C. Committee Members

1. Current lists of committee members, with positions, phone numbers, addresses, and email addresses are sent to the Dean and Vice President annually, with updates whenever they occur.

2. Invitations and agendas for committee meetings are distributed at least two weeks in advance by the Department Head/Academic Program Director or divisional Administrative Assistant.

D. Responsibilities

1. Each committee has scrutiny over one or more programs (ex. Degree, diploma, and/or certification).

2. Committee responsibilities include but are not limited to:

    a. Currency of technology and content of curriculum

    b. Instructional methods & resources

    c. Preparedness of graduates

    d. New program opportunities

    e. Dual enrollment, transfer, and other relevant topics

f. Student attainment of the general education competencies