ADMINISTRATIVE PROCEDURE

TITLE: Program Advisory Committees

ADMINISTRATIVE PROCEDURE #   4023

RELATED TO POLICY #

A. Members of advisory committees will evaluate and provide feedback on curriculum design, course content, facility and equipment, and student requirements and standards of attainment. The advisory committee will make recommendations for changes, in additional to providing updates on business and industry trends and needs.

B. Membership of each committee will be composed of professionals associated with the industry, trade, and content areas of the committee. The majority of members are to be from local businesses and industries. Representatives from high schools are encouraged where applicable.

C. The term of membership will be as outlined in the advisory committee bylaws. New members will be suggested and approved by the existing committee membership and reported to the College administration.

D. Program Coordinators/Department Chairs, and Deans are responsible for updating bylaws as well as documenting and maintaining minutes from the meeting. All minutes are kept on file in Academic Services.

RESPONSIBILITY:
The Chief Academic Officer in consultation with the CTE Dean is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031
DATE OF ADOPTION: 6/3/2021 by CC
DATE(S) OF REVISION: 3/1/2023 by CC
DATE(S) OF PRIOR REVIEW: