NO. 4020   ADVISORY COMMITTEES

1.0   An Advisory Committee will be maintained by each program culminating in an Associate in Applied Science Degree or a certificate.

2.0   Primary functions of advisory committees are as follows:
　　　2.0.1   Provide input on current and projected employment needs.
　　　2.0.2   Provide input on industry standards and advances in technology.
　　　2.0.3   Review program purpose statements, terminal competencies, course competencies and learning objectives to ensure appropriate content in the curriculum.
　　　2.0.4   Provide input on physical and human resources to support development of the program competencies.
　　　2.0.5   Assist in or report on recruitment of students.
　　　2.0.6   Assist in or report on regular evaluation of the program or licensure success.
　　　2.0.7   Assist in identifying appropriate opportunities or report on job placement for program students and graduates.

3.0   Membership on an advisory committee will be comprised of knowledgeable community leaders who can and will provide advice to college faculty and staff on current and future trends in the program they represent. Members serve without pay, are recommended by the program faculty, and are approved by the appropriate Division Dean. New members will be added as required. Advisory committees are comprised of no less than five community representatives. College faculty and staff serve as non-voting members of the committee.

4.0   The Chair is elected by the committee, and a college representative serves as secretary. A file of the minutes of each meeting is maintained by the Division designee/Program Director.

　　　4.0.1   Each committee will normally meet twice each year, but is required to meet at least once per year.
　　　4.0.2   Communications, minutes and agenda development are the responsibility of the division designee/Program Director.

Effective: 03-26-2001
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