



ADMINISTRATIVE PROCEDURE

TITLE: Program Advisory Committees

ADMINISTRATIVE PROCEDURE # 4023 *(was 204)*

RELATED TO POLICY # 4023 PROGRAM ADVISORY COMMITTEES

- 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 addition 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, with terms expiring on a rotation basis. New members will be suggested and approved by the existing committee membership and reported to the College administration.
- D. Program Coordinators/Directors are responsible for updating bylaws as well as documenting and maintaining minutes from the meeting. All minutes are kept on file in the offices of the Program Coordinator/Director, Provost and Director of Career and Technical Education.

RESPONSIBILITY:

The Provost in consultation with the CTE Director is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 6/3/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: