

Revision Responsibility: Executive Vice President-Provost  
Responsible Executive Officer: Executive Vice President-Provost

Source/Reference: None

#### **PURPOSE**

To define the role and function of advisory committees and to establish committee procedures.

#### **POLICY**

- I. Advisory committees are lay committees appointed to advise programs and the appropriate institutional administrators on matters relevant to current practices and technical developments in the areas that they advise. As such, they do not establish policy and/or procedures nor become involved in program or department operations.
- II. Advisory committees shall be appointed for all Associate of Applied Science degree programs and any other areas of the College that the president deems necessary.
- III. Advisory committees shall meet at least once per year.

#### **PROCEDURES**

- I. Appointment of Committee Members
  - A. Each program will recommend to the executive vice president - provost the maximum size of the committee.
  - B. The president, executive vice president - provost, and division dean will serve as *ex officio* members of the committee.
  - C. Committee membership should be diverse and broadly representative of the businesses or occupations served by the program and the program's service area.
  - D. The program director, in conjunction with the division dean, will identify prospective committee members and forward to the executive vice president - provost a summary of each candidate's background and qualifications, along with a brief recommendation statement.
  - E. The executive vice president - provost will review the candidates and forward a recommendation for issuance of a formal invitation from the president.

- F. Committee members shall be appointed to three-year terms. At the end of the third year, the program director may recommend renewal of the member's term or recommend a replacement.
- G. Copies of the appointment shall be kept on file in the president's office and a formal listing of committee members will be published in the College catalog.
- II. An advisory committee handbook outlining the committee's role, responsibilities, and procedures will be provided to each advisory committee member.
- III. Minutes will be kept at each meeting and disseminated in a timely manner to advisory committee members, program members, the division dean, and the executive vice president - provost and the president.
- IV. Any advisory committee recommendations will be transmitted under separate cover by the program director to the division dean and executive vice president - provost.