

Pine Technical College Policy and Procedure

Policy Number: 238	Date: 2/22/2010	Revision Date:
Division/Department: Academic Affairs	Author: Joan Bloemendaal-Gruett & Melissa Felland	
Subject: Program Advisory Committee		
Authorities: MnSCU Policy 3.30		
<p>Purpose: To establish a program advisory committee process that provides guidance and advice on program design, operation, accountability, and closure.</p> <p>As stated in Minnesota State Colleges and Universities Board Policies, each college shall establish an advisory committee consisting of employers, students, and faculty for approved programs or related program clusters that are publicized by the college as preparation for entry into employment. Program advisory committees may be established to serve related programs at multiple institutions, which may include high schools, colleges, and/or universities. Each college shall develop and implement a policy to guide establishment and operation of program advisory committees.</p>		
<p>Policy: Each approved occupational program at Pine Technical College shall have an advisory committee; members are invited by Program Faculty. For programs that have closely related subject areas, one committee may serve more than one program. Advisory committees assist the college in developing our programs and curriculum, helping set long-range goals and understanding and interpreting community and employer needs.</p>		
<p>Procedure: Program faculty</p> <ul style="list-style-type: none"> • Serves as both coordinator and facilitator in establishing and maintaining effective program advisory committees for Pine Technical College programs • Consults with others in organizing and developing roles for the committee • Ensures CAO's Administrative Assistant is forwarded current membership list and minutes of all meetings to store on the campus shared file <p>Membership</p> <ul style="list-style-type: none"> • Represents employers and employees of an occupational area, former students, and others as deemed appropriate • Size and composition is appropriate to meet the educational, economic, social, and cultural obligations of the program and the college; recommended membership of 6-12 members 		

Advisory Committee

- Develops and approves operating procedures and guidelines
 - Collectively, bylaws constitute a formal, written description of how the committee operates. At a minimum they will include:
 - Name of the committee
 - Purpose
 - Membership guidelines
 - Officers and corresponding duties
 - Meeting guidelines
 - Subcommittee details or assignments
 - Parliamentary authority or operating procedures
 - Amendment procedures
- Meets as frequently as deemed necessary, but no fewer than 1 time each calendar year; recommendation a minimum of two times per year

College Administration

- Reviews and approves a slate of committee members for each program
- Meets with the advisory committees when appropriate and when his or her schedule permits
- Directly participates in advisory committee meetings whenever possible
- Coordinates with the faculty to respond to advisory committee recommendations in a timely fashion
- Coordinates with faculty the communication of the results and recommendations of advisory committee meetings to college administration and other college committees (i.e. budget committee)

Responsibilities:

Responsibilities are assigned according to the procedures established above.

Dissemination:

Each Division Chair will be responsible for disseminating the policy to Program Faculty in his/her division. Copies will be posted on the Pine Technical College website.

Reviewed by Campus Roundtable: February 8, 2010 & February 22, 2010

Reviewed by Faculty Shared Governance Council: February 10, 2010

Approved:

Date: February 22, 2010