

**Title: #III-8. Academic Advisory Committees**

**Date: December 8, 2003** (Replaces version dated November 9, 1999)

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Definition

All Associate in Applied Science Degrees and Certificates that operate under rules and regulations of the federal vocational acts are required to have public advisory committees. Baccalaureate degree programs under the control of WVU Parkersburg are also required to have advisory committees.

Functions

Advisory committees are responsible for carrying out the following functions:

1. Advise on the development of new programs, the modification of existing programs, and plans to eliminate programs based upon trends and needs in the related occupation(s).
2. Review curricula and advise college officials on the addition of new classes, the deletion of existing classes, the modification of course objectives, and any other changes in curricula.
3. Assist in developing market surveys to determine the employability of graduates and need for the program.
4. Assist in surveys that can predict the future employment needs of business and industry.

Meetings

Meetings of each advisory committee must be scheduled at least annually by the division chair or designee.

From time to time, especially when programs are undergoing review for creation, major change, or deletion, advisory committees should meet as often as needed in order to carry out required functions.

All program advisory committees will keep meeting minutes that document the agenda, topics discussed and recommendations. A copy of the minutes from each meeting is to be filed in the division office and a copy sent to the Dean of Academic Affairs.

### Creation of Committees

When new advisory committees are to be created, the division chair should recommend potential members to the Dean of Academic Affairs.

The Dean of Academic Affairs will send a letter to each of the members outlining the responsibilities of the committee and indicating the date, time, and location for an initial meeting.