Title: #III-8. Academic Advisory Committees for Applied Programs

Date: February 27, 2012 (Replaces version dated December 8, 2003)

Definition

All Associate in Applied Science Degrees and Certificate of Applied Science Degrees that operate under rules and regulations of the federal vocational acts are required to have public advisory committees. Applied baccalaureate degree programs 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 Senior Vice President for Academic Affairs.

Creation of Committees

When new advisory committees are to be created, the division chair should recommend potential members to the Senior Vice President for Academic Affairs.

The Senior Vice President for 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.

Responsible Administrator: Senior Vice President for Academic Affairs, 304-424-8242