

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

**Date: October 24, 2023** (Replaces version dated February 27, 2012)

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**A. 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.

**B. 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.
5. Develop, interpret, and analyze data

**C. Creation of Committees**

When new advisory committees are to be created, the division dean will appoint.

The division dean 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.

**D. Meetings**

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

When programs are undergoing review for creation, major change, or deletion, advisory committees should meet 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.

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