

IHCC Policy 3.30 Advisory Committees

Part 1. Policy Statement.

Advisory committees shall be established for every credit-based academic program designed to prepare students for initial or continued employment. One advisory committee may serve a cluster of related programs. Advisory committees shall meet at least once each semester and shall provide guidance and advice on initial development, accountability, expansion, and closure of the academic program. Advisory committees may also provide recommendations and advice on curriculum, marketing, and program evaluation.

Part 2. Definitions. (if any, otherwise remove this section)

This procedure establishes consistent practices for advisory committees.

Subpart A. Purpose.

To outline consistent practices for implementation, management, and operation of advisory committees.

Subpart B. Membership.

All advisory committees shall maintain current rosters of members. Members shall include:

1. At least three industry experts.
2. A student representative.
3. A representative from a transfer institution.
4. A representative from a local school district (if appropriate).

Each member of the advisory committee, with the exception of the student member, shall be appointed for a three-year term; student members shall be appointed for a one or two-year term. Faculty and administrators may participate in advisory committee meetings as ex officio members.

Subpart C. Structure and governance.

Each advisory committee shall establish a structure and governance system, which may include election of a chair and other officers, determination on rules of order and decision-making (voting/consensus), and reporting.

Subpart D. Meeting schedule.

Each advisory committee shall establish a regular meeting schedule and shall meet at least once each semester.

Subpart E. Work plan and priorities.

Each advisory committee shall establish a work plan and priorities, which may include advice and recommendations on program and curriculum development, marketing, accountability and

program evaluation, program expansion, program suspension or closure.

Subpart F. Communications.

Each advisory committee shall establish its official means of communication and timeline for communicating notice of meetings, agendas, and meeting minutes.

Subpart G. Recommendations and documentation.

Advice and recommendations from advisory committees will be documented in meeting minutes and shared with program faculty and staff for department review and strategic planning purposes. Program faculty and staff will be responsible for addressing advisory committee recommendations, understanding that program faculty and staff may not be able to act on all advisory committee recommendations. A summary of the response and status of recommendations will be provided at the next regularly scheduled advisory committee meeting.

Subpart H. Evaluation.

Advisory committees shall be evaluated at least every three years with a standard survey instrument (attached). Results of this evaluation shall be shared with the advisory committee, program faculty and staff, and college administration and used for continuous improvement of advisory committees.

Related Documents:

- [MNSCU Policy 3.30](#)
- [MNSCU Procedure 3.30.1](#)

Responsible Administrator: Vice President of Academic Affairs

Policy History:

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Date and Subject of Revisions:

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