

# Polk State College Procedure

Subject	Reference	Date	Number
Program Advisory Committees	DBOT Rule 2.02 DBOT Rule 2.06	January 7, 2009	1020

## I. Purpose

### Program Advisory Committees

The Program Advisory Committee structure is designed to encourage and enable interaction between the College's programs and the community. Program quality is greatly dependent upon information from individuals with first hand experience and knowledge in the field. With direct involvement of advisory committees, programs are able to stay abreast of the continuous changes in the workplace, and to monitor the quality of program completion performance on the job. In addition, successful placement of program graduates is enhanced through better understanding of the current and future needs and expectations of potential employers. Advisory committees composed of concerned, competent and committed citizens are a productive and effective link between Polk State College and the community we serve.

## II. Procedure

### A. Advisory Committee Structure

Each program or closely related cluster of programs will have its own advisory committee composed of individuals with knowledge and experience specific to the program.

Program advisory committees will have the following composition:

1. College Program Director
2. One or more College Program Faculty/Staff
3. Multiple representatives from business, industry, government, and education relevant to the program
4. A graduate of the program who is currently employed in the field of training if possible

The majority of the committee should be from the workforce community.

The chair of the committee will be elected from among the community members with a term of office of one academic year. The program director serves in an ex-officio capacity. The academic dean and the district dean will serve as resource members to advisory committee.

**NOTE:** For certain programs for which either accrediting body standards or State regulations require a different membership and/or structure, the requirements of the accrediting body or of the State will prevail.

### B. Committee Functions

Specific functions of the Program Advisory Committee include the following:

- Provide input into and support for the program's strategic planning.

- Provide critical information and support of curriculum development and the program review process.
- Assist in the periodic specific review of program competencies.
- Evaluate program facilities and equipment; recommend improvements and assist in identifying the latest technologies. Assist the program in efforts to secure external support for the program as requested.
- Assist the College in promoting community awareness of the career field and of the College's program.
- Serve as liaison between the community and the College.
- Assist the program in identifying and securing opportunities within the community for students to participate in external training activities.
- Assist the program in student placement and follow-up activities.
- Assist in recruiting and recommending qualified instructors

### **C. Membership Appointments**

Appointments of members to advisory committees are made by invitation by the Program Director for unlimited duration. However, the Director of each program will send a current list of Advisory Committee members to the District Dean of Academic Services each July.

Program Advisory Committee community members should meet the following criteria:

- Knowledge and expertise in regard to the knowledge and skills required in the occupation(s) for which a program prepares its students.
- Currency of experience in the career field.
- Commitment to the career field.
- Interest in the College and the communities it serves.
- Willingness to devote the time required to serve.
- Commitment to working collaboratively with other members of the committee toward the common goals of program excellence and student success.
- Awareness of and commitment to the College's Vision and Mission.

### **D. Committee Meetings**

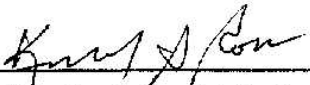
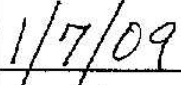
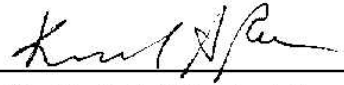
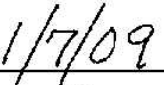


Program Advisory Committees will meet a minimum of two (2) times per academic year. The Program Director will ensure that minutes are taken and disseminated to all Committee members as well as sent to the District Office for official record retention.

### **E. Additional Business and Industry Input**

The Workforce Education Council of the Corporate College provides regular, scheduled opportunities for Program Directors and advisory committees to share information about specific program activities and to seek input on matters of mutual interest and concern from business and industry leaders at the executive level. This committee consists of business and community leaders and is chaired by a business executive. The committee meets bi-monthly. Minutes are disseminated to all members and kept for retention purposes by the Corporate College.

**History:** Adopted: April 15, 2003  
Revised: January 7, 2009

**Distribution:** All Holders of PSC Procedure Manual  
All Faculty

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date