

Polk State College Procedure

Subject	Reference	Date	Number
Program Advisory Committees	DBOT Rule 2.02 DBOT Rule 2.06	11/01/2016	1020

I. Purpose

Program Advisory Committees

The Polk State 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. Direct involvement of advisory committees enables programs to stay abreast of the continuous changes in the workplace and monitor the quality of program-completer 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. An advisory committee composed of concerned, competent, and committed citizens serves as a productive and effective link between Polk State College and the community.

II. Procedure

A. Advisory Committee Structure

1. Each program (or closely related cluster of programs) shall have its own advisory committee composed of individuals with knowledge and experience specific to the program.
2. Program advisory committees shall have the following composition:
 - College Program Director
 - One or more College program faculty and staff members
 - Multiple representatives from business, industry, government, and education relevant to the program
 - A graduate of the program who is currently employed in the field (if possible)
3. The majority of the committee is to be comprised from members of the workforce community.
4. The chair of the committee shall be elected from among the community members and serve a term of office of one academic year. The program director serves in an ex-officio capacity. The Campus Academic Dean and the District Dean shall serve as resource members to the advisory committee.

Note: For a program in 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 shall prevail in the committee's structure.

B. Committee Functions

A program advisory committee functions to:

- 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 review of specific 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 a 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

1. Appointment of advisory committee members shall be by invitation from the Program Director and persist for an unlimited duration. The Program Director shall send a current list of advisory committee members to the District Dean of Academic Programs each July.
2. Program advisory committee community members shall have the following qualifications:
 - Knowledge and expertise with regard to the information and skills required in the occupation(s) for which a program prepares its students.
 - Current 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 on the committee.
 - 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.


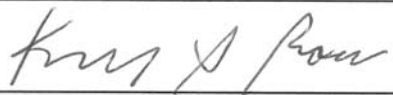
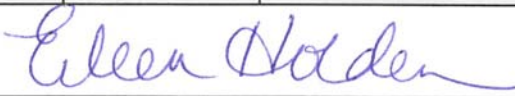
D. Committee Meetings

Program advisory committees shall meet a minimum of one (1) time per academic year, with the option to call additional meetings as needed. The Program Director shall 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 Corporate College Advisory Board provides regular, scheduled opportunities for program directors and program advisory committees to share information about specific program activities and to seek input on matters of mutual interest and concern as needed 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; September 20, 2013; November 1, 2016

	11/1/16		11/1/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/1/16
President's Approval			Date