

**DIN 3045-1-01**  
**Title of Policy Program Advisory Committees**

**Policy**

To assure that the college maintains a clear linkage to business and industry, each program shall establish a Program Advisory Committee to provide advice and guidance in achieving academic goals and objectives, and shall meet at least annually. Membership on the Advisory Committee shall include (but not be limited to) program faculty, content experts in the program area, industry representatives in the college’s service region, a college administrator, high school faculty in related programs (especially where Advanced Standing agreements exist), a current learner and a program graduate. Advisory committees shall function as an independent advisory group to the program faculty and Dean of Academic and Co-Curricular Affairs. A program faculty member shall serve as chair or co-chair. The meeting shall be documented with minutes.

**Purpose**

To assure that programs are linked to business and industry needs and using the expertise of members of an occupational community.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Dean	Ensure that all programs have an active advisory committee, that meetings are held at least once a year, that minutes are on file in the Dean’s office, and that committee recommendations are seriously considered. The dean may appoint additional committee members to ensure appropriate representation.
Division Chairs	Review agendas and minutes with program faculty to ensure that all curriculum issues are adequately addressed. Attend meetings as needed. Provide copy of agenda and minutes to Dean.
Program Faculty	Ensure that program advisory committees are formed with appropriate membership, that members are actively engaged with the program through regularly held meetings that follow best practices for advisory committees.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date:
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