



Procedure Manual

Title: Advisory Committees for Technical Programs	Number: A6Hx2-4.17
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Membership. Each advisory committee should consist of 10 to 15 individuals representative of the industry and of the diversity within the county. No more than one-third of the membership should be made up of adjunct faculty. Additional adjunct faculty may serve as ex officio members.

All appointments to advisory committees for occupational/career curricula are made by the President based on recommendations from appropriate administrative personnel, who should contact prospective members in advance to determine their willingness to serve if appointed. After recommendations for appointment are reviewed by the Associate Dean, the Campus President, and the College Provost/Sr. Vice President for Academics and Student Success, the Associate Vice President will prepare appropriate letters for the President's signature.

Term of Office. Advisory committee appointments may be made for two, three, or four years. Replacing one-third of the membership annually is recommended. Committees should not be permitted to become self-perpetuating by naming their own successors.

Committee Meetings. Committees should meet twice each year and follow standard parliamentary procedures. A quorum must be present to conduct business. Each committee should annually elect a chairperson, vice-chairperson, and a secretary. The vice-chairperson should assume the role of chairperson in subsequent years.

Responsibilities of the College Representative. An ex-officio member of the committee, the College representative's duties entail:

- Preparing the agenda in consultation with the committee chairperson or other members and arranging for a meeting place.
- Notifying members of the time and place of meeting.
- Arranging representation at the meeting for all locations at which the program is taught and confirming attendance by the Academic Dean(s)/Executive Director of the Center for Health Science Education and Associate Vice President of Career and Technical Education, and Downtown Center Administrator.
- Arranging for parking permits and other appropriate hospitality.
- Providing statistical or descriptive information about the educational process.
- Preparing minutes of all meetings and submitting copies to members, the Academic Dean(s)/Executive Director of the Center for Health Science Education, the Associate Vice President for Technical Education, Downtown Center Administrator, and other appropriate individuals.

Follow-Up on Committee Meetings. Program Managers/Department Heads should notify committee members of the status of each of their recommendations. Reports on the effectiveness of changes and innovations should be provided for recommendations that have been implemented. Reasons for not accepting a committee's proposals should be provided for those that have been rejected.

Recommending Officer's Signature <i>Linda Howdyshell</i>	Date 1/28/2013	President's Signature <i>J. David Anthony Jr.</i>	Date 1/28/2013
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