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### Board Policy 3.30 Program Advisory Committee

#### Part 1. Purpose

To establish consistent practices for creating and operating college and university program advisory committees.

#### Part 2. Definitions

##### **Program advisory committee**

A formally organized committee that provides expert advice and assistance to colleges and universities on technical and career programs.

##### **Programs**

##### **Technical programs**

Programs that prepare students for employment in a specific occupation or field.

##### **Career programs**

Academic programs that are tightly aligned to specific occupations or fields.

#### Part 3. College Program Advisory Committees

Each college shall establish, manage, and operate college program advisory committees in compliance with this policy and System Procedure 3.30.1.

##### **Subpart A. Applicability**

An advisory committee must be created for credit-based academic programs determined by a college to be preparation for initial or continued employment.

##### **Subpart B. Membership**

A college program advisory committee must include, but is not limited to, industry professionals, employers, students, and faculty who possess the requisite knowledge and skills relevant to the technical or career program and reflect the diversity of their community. One advisory committee may serve more than one program provided that committee members possess requisite knowledge and skills relevant to employment of graduates in the related technical or career occupations.



### **Subpart C. Role of committee**

An advisory committee:

- Identifies college program needs and opportunities,
- Describes the current status and dynamic nature of related industries and/or occupations,
- Provides guidance and advice on initial development, accountability, expansion, and closure of academic programs or related program clusters at the college or with related programs at high schools, colleges, and/or universities,
- Provides guidance and advice on related education and career pathways at high schools,
- Provides guidance and advice for expanding equitable access to technical and career programs and for work-based learning, and
- Reviews the intended learner competencies, outcomes, and credentials associated with the program on an ongoing basis.

## **Part 4. University Program Advisory Committee**

Universities that have program advisory committees shall be in compliance with this policy and System Procedure 3.30.1.

### **Subpart A. Applicability**

An advisory committee must be created when required by a licensing board or other external entity for credit-based academic programs. Other academic programs may create advisory committees when beneficial to the program.

### **Subpart B. Membership**

A program advisory committee may include, but is not limited to, industry professionals, employers, students, alumni, and faculty who possess the requisite knowledge and skills relevant to the academic program and reflect the diversity of their community. One advisory committee may serve more than one program provided that committee members possess requisite knowledge and skills relevant to employment of graduates in the academic program.

### **Subpart C. Role of committee**

A program advisory committee typically:

- Identifies program needs and opportunities,
- Describes the current status and dynamic nature of related industries and/or occupations,
- Provides guidance and advice on initial development, accountability, expansion, and closure of academic programs or related program clusters at the university or with related programs at high schools or colleges,
- Provides guidance and advice on related education and career pathways at high schools,

- Provides guidance and advice on internships, student research, and capstone projects,
- Provides guidance and advice for expanding equitable access to graduate and professional programs, and
- Reviews the intended learner competencies, outcomes, and credentials associated with the program on an ongoing basis.

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Date of Adoption: 06/14/05

Date of Implementation: 06/14/05

Date of Last Review: 06/22/22

Date and Subject of Amendments:

06/22/2022 – Reviewed as part of the 5 year review process. Deleted “College” from title because policy is expanding to include university program advisory committees. In Part 2, deleted “college” definition and added “programs” definition. In Part 3, Subp. B, updated who may be a member of a committee, and in Subp. C, added the last three bullets. In Part 4, added this new section to mirror Part 3.

Additional HISTORY.