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### Procedure 3.30.1 Program Advisory Committees

#### Part 1. Purpose

To establish consistent standards, processes, and conditions for the creation and operation of college and university program advisory committees.

#### Part 2. Definitions

For the purposes of this procedure only, the following terms are defined as follows:

##### **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 a specific occupation or field.

#### Part 3. College and University Program Advisory Committee Procedure

Each college and university shall adopt a program advisory committee procedure for technical and career programs that addresses the following topics:

- Purpose
- Membership, including students appointed in accordance with Board Policy 2.3, size, roles, requisite knowledge and skills, and terms
- Structure and governance
- Meeting schedule
- Work plan and priorities
- Communications
- Collaboration
- Career and transfer pathways
- Recommendations and documentation
- Evaluation



## **Part 4. Oversight and Accountability**

### **Subpart A. Public accountability**

Program advisory committee procedure, work plans, membership, and meeting minutes must be made available upon request.

### **Subpart B. Evaluation**

Each college and university shall regularly evaluate its program advisory committees per college or university practice, including the diversity of committee membership, and use the information for continuous improvement.

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Date of Adoption: 03/25/10

Date of Implementation: 07/01/10

Date of Last Review: 05/09/22

#### **Date and Subject of Amendments:**

05/09/22 - As part of the 5 year review process, deleted "College" from title because policy is expanding to include university program advisory committees. In Part 1, added "university". In Part 2, deleted "college" definition, changed definition of "College program advisory committee" to "Program advisory committee" and added "university" to the definition, and added "programs" definition. In Part 3, added "University" to title and in Part 4, added "per college or university practice, including the diversity of committee membership".

02/16/16 - Applied new writing and formatting standards, deleted or replaced obsolete language, added "Career and transfer pathways" to Part 3, and deleted Part 4, Subpart 3, Reporting.

No additional HISTORY