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2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3 **BOARD OF TRUSTEES**

4
5 **Agenda Item Summary Sheet**

6
7 **Committee:** Academic and Student Affairs **Date of Meeting:** January 20, 2010
8

9 **Agenda Item:** Proposed Amendment to Board Policy 3.30 and Proposed New Procedure 3.30.1
10 College Program Advisory Committee (First Reading)

11
12 Proposed Approvals Other Monitoring
13 Policy Change Required by Approvals
14 Policy

15
16 Information
17

18 **Cite policy requirement, or explain why item is on the Board agenda:**

19
20 Amendments to Board Policy require approval of the Board.
21

22 **Scheduled Presenter(s):**

23
24 Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
25 Mike López, Associate Vice Chancellor for Student Affairs
26

27 **Outline of Key Points/Policy Issues:**

28
29 The Community and Technical College Program Advisory Committees policy has been rewritten
30 and is presented to the Board of Trustees for approval. The proposed policy, in part, responds to
31 a study of occupational programs conducted by the Office of the Legislative Auditor published in
32 2009.
33

34 **Background Information:**

35
36 The proposed policy is a first reading to amend policy 3.30 College Program Advisory
37 Committees. Development of the proposed policy followed standard policy revision processes.
38

39 After approval of the amended policy by the Board of Trustees, procedure 3.30.1 - Community
40 and Technical College Program Advisory Committees will be submitted to the Chancellor for
41 approval.
42

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

First Reading

BOARD ACTION

**PROPOSED AMENDMENT TO POLICY 3.30 COLLEGE ADVISORY PROGRAM
COMMITTEES**

1 The Office of the Chancellor is submitting a proposed amendment to Policy 3.30 College
2 Program Advisory Committees. New policy language is proposed to replace the current College
3 Program Advisory Committees policy. The current policy does not have a related system
4 procedure.

5

6 **BACKGROUND**

7 The proposed policy amendment and a related proposed system procedure respond to the 2009
8 Office of the Legislative Auditor's report titled MnSCU Occupational Programs and its
9 recommendation that: "Colleges should provide better oversight of program advisory committees
10 and take steps to improve those that are not fulfilling their potential." The proposed policy and
11 the new procedure retain and build upon important elements of current policy language. The
12 proposed policy focuses on colleges' responsibilities to adopt and implement policy and
13 procedure for the establishment, management and operation of college program advisory
14 committees. The proposed policy and procedure reflect the importance of maintaining a strong
15 relationship between academic programs that prepare individuals for initial or continued
16 employment and the businesses or industries they serve. Following final Board approval of the
17 policy amendment, the system procedure will be submitted to the Chancellor for approval.

18

19 **CONSULTATION**

20 Consultation for the policy and procedure is planned or has occurred as follows:

- 21
- 22 • Reviewed by Academic & Student Affairs Policy Council – 04/16/09, 09/17/09, 11/20/09
 - 23 • Reviewed at Academic and Student Affairs Leadership Council – 01/05/10
 - 24 • Mailed out for review and comment – 10/12/09
 - Planned for review and comment at MSCF Meet and Confer – 02/25/10

25 **RECOMMENDED COMMITTEE ACTION**

26 The Academic and Student Affairs Committee recommends that the Board of Trustees adopt the
27 following motion:

28

29 **RECOMMENDED MOTION**

30 The Board of Trustees approves the proposed amendment to Policy 3.30 College Advisory
31 Program Committees.

**Board of Trustees
Minnesota State Colleges and Universities**

**PROPOSED AMENDMENT TO POLICY 3.30
COMMUNITY AND TECHNICAL COLLEGE PROGRAM ADVISORY COMMITTEES**

3.30 Community and Technical College Program Advisory Committees

Program advisory committees are designed to provide guidance and advice on program design, operation, accountability and closure. Each college shall establish an advisory committee consisting of employers, students, and faculty for approved programs or related program clusters that are publicized by the college as preparation for entry into employment. Program advisory committees may be established to serve related programs at multiple institutions, which may include high schools, colleges, and/or universities. Each college shall develop and implement a policy to guide establishment and operation of program advisory committees.

Part 1. Purpose and Applicability. This policy establishes standards, processes and conditions that enable consistent creation and operation of college program advisory committees; it applies to credit-based academic programs determined by a college to be preparation for initial or continued employment.

Part 2. Definitions. The following definitions apply to this policy and its procedure.

College. College means a community college, technical college, or community and technical college.

College program advisory committee. A college program advisory committee 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. A college program advisory committee shall include, but is not limited to, employers, students, and faculty.

Part 3. College Program Advisory Committee Policy and Procedure. Each college shall adopt and implement a policy and procedure to establish, manage and operate college program advisory committees.

The chancellor shall adopt a system procedure to implement Policy 3.30 Community and Technical College Program Advisory Committees.

Date of Implementation: 06/14/05,

Date of Adoption: 06/14/05,

Date and Subject of Revision:

POLICY CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated.

Words not underlined represent existing language that is proposed to remain in policy.

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19 **Cite policy requirement, or explain why item is on the Board agenda:**
20

21 This is a new procedure to accompany the amended Policy 3.30, developed partly in response to
22 the report from the Office of the Legislative Auditor, and so is brought to the Board for
23 information only.
24

25 **Scheduled Presenter(s):**
26

27 Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
28 Mike López, Associate Vice Chancellor for Student Affairs
29

30 **Outline of Key Points/Policy Issues:**
31

32 The proposed system procedure provides guidance for the implementation of Board Policy 3.30.
33

34 **Background Information:**
35

36 There is currently no system procedure that accompanies Board Policy 3.30. The proposed
37 system procedure was developed in accordance with the usual policy and procedure consultation
38 processes.
39

40 After approval of the amended policy by the Board of Trustees, procedure 3.30.1 - Community
41 and Technical College Program Advisory Committees will be submitted to the Chancellor for
42 approval.

MINNESOTA STATE COLLEGES AND UNIVERSITIES

REQUEST FOR SYSTEM PROCEDURES APPROVAL

| | |
|-------------------------|---|
| SYSTEM PROCEDURE | Name: Community and Technical College Program Advisory Committees |
| | Number: 3.30.1 |

| | |
|-------------------------|---|
| FOR MnSCU POLICY | Name: Community and Technical College Program Advisory Committees |
| | Number: 3.30 |

PURPOSE: This procedure establishes standards, processes and conditions that enable consistent implementation of Policy 3.30 Community and Technical College Program Advisory Committees.

1 **Procedure 3.30.1 Community and Technical College Program Advisory Committees**

2
3 **Part 1. Purpose and Applicability.** This procedure establishes standards, processes and
4 conditions that enable consistent implementation of Policy 3.30 Community and Technical
5 College Program Advisory Committees.

6
7 **Part 2. Definition.** The following definition applies to this procedure.

8
9 **College program advisory committee.** A college program advisory committee provides
10 guidance and advice on initial development, accountability, expansion, and closure of
11 academic programs or related program clusters at the college or with related programs at high
12 schools, colleges, and/or universities. A college program advisory committee includes
13 employers, students, and faculty; others may be included.

14
15 **Part 3. College Program Advisory Committee Policy and Procedure.** Each college shall
16 adopt program advisory committee policy and procedure that address the following topics:

- 17
18 1. Purpose
- 19 2. Membership, including students appointed in accordance with Board Policy 2.3, size,
20 roles and terms
- 21 3. Structure and governance
- 22 4. Meeting schedule
- 23 5. Work plan and priorities
- 24 6. Communications
- 25 7. Collaboration, if any
- 26 8. Recommendations and documentation
- 27 9. Evaluation

1 **Part 4. Public Accountability and Evaluation.**

2

3 **Subpart A. Public accountability.** Program advisory committee policy, procedure, work
4 plans, membership, and meeting minutes shall be made available upon request.

5

6 **Subpart B. Evaluation.** Each college shall regularly evaluate its program advisory
7 committees and use the information for continuous improvement of advisory committees.

Approval Date:

Effective Date: 07/01/2010,

Date and Subject of Revision:

PROCEDURE CONTENT FORMAT: Single underlining represents proposed new language.