

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

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: March 17, 2010

Agenda Item: Proposed Amendment to Board Policy 3.30, College Program Advisory Committees

Proposed
Policy Change

Approvals
Required by
Policy

Other
Approvals

Monitoring

Information

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

Amendments to Board policy require approval of the Board (second reading).

Scheduled Presenter(s):

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

Outline of Key Points/Policy Issues:

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

Background Information:

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

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

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

Second Reading

BOARD ACTION

**PROPOSED AMENDMENT TO BOARD 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 • Reviewed by Academic and Student Affairs Policy Council – 04/16/09, 09/17/09, 11/20/09
22 • Reviewed at Academic and Student Affairs Leadership Council – 01/05/10
23 • Mailed out for review and comment – 10/12/09
24 • Reviewed at Minnesota State College Faculty (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**

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

Date presented to the Board: March 17, 2010

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

Second Reading

BOARD POLICY	3.30
Chapter 3. Educational Policies	
Section 30. 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 identifies needs and opportunities; describes the current status and dynamic nature of its industry and/or occupation(s); and 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.

Credit-based academic programs determined by a college to be preparation for initial or continued employment shall have an advisory committee. One advisory committee may serve more than one program provided that committee members possess requisite knowledge and skills relevant to the programs.

Part 4. Oversight and Accountability. The chancellor shall adopt a system procedure to implement Policy 3.30 Community and Technical College Program Advisory Committees.

- 1 The chancellor shall assess compliance with this policy, post this information on the Web, and
- 2 consider such findings in presidential evaluations.

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.