

**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 New Board Policy 3.38, Career Information

Proposed  
Policy Action

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring

Information

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

A proposed new policy requires Board approval (first reading).

**Scheduled Presenter(s):**

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

**Background Information:**

The proposed new policy responds to recommendations made by the Office of the Legislative Auditor Study of MnSCU Occupational Programs conducted in 2009.

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

**BOARD ACTION**

**PROPOSED NEW BOARD POLICY 3.38, CAREER INFORMATION**

**1 INTRODUCTION**

2 The Office of the Chancellor is submitting a proposed new Board policy 3.38, Career  
3 Information.

**4  
5 BACKGROUND**

6 During 2009 the Office of the Legislative Auditor conducted a study of Occupational Programs  
7 at the state colleges which was presented to the legislature and Board of Trustees. Among the  
8 recommendations from the audit was the following: “The Board of Trustees should by policy  
9 require colleges to ensure that information on career exploration and job opportunities is getting  
10 to the occupational program students who need it.” The proposed new policy has been  
11 developed in response to that recommendation.

12  
13 The Senior Vice Chancellor for Academic and Student Affairs appointed a committee of college  
14 career center personnel and Office of the Chancellor staff to review the Legislative Auditor’s  
15 recommendations and develop a draft policy.

**16  
17 CONSULTATION**

18 Consultation has occurred/will occur as follows:

- 19 • Reviewed with the Academic and Student Affairs Policy Council – 11/20/09 and 1/21/10.
- 20 • Review and comment requested on the proposed policy and procedure through system-  
21 wide constituent mailing, dated 11/23/09
- 22 • Reviewed at Inter Faculty Organization (IFO) Meet and Confer – 12/11/09
- 23 • Review at Minnesota State College Faculty (MSCF) Meet and Confer – 12/11/09 and  
24 2/25/10
- 25 • Reviewed by Academic and Student Affairs Committee of the Leadership Council –  
26 12/8/09

**27  
28 RECOMMENDED COMMITTEE ACTION**

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

**31  
32 RECOMMENDED MOTION**

33 The Board of Trustees approves the proposed new policy 3.38 Career Information.

34  
35 *Presented to the Board: March 17, 2010*

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

*First Reading*

<b>BOARD POLICY</b>	<b>3.38</b>
Chapter 3. Educational Policies	
Section 38. Career Information	

1 **3.38 CAREER INFORMATION.**  
2

3 **Part 1. Purpose.** The purpose of this policy is to require that system community and technical  
4 colleges provide information on career exploration and job opportunities to occupational  
5 program students.  
6

7 **Part 2. Definition.** For purposes of this policy, occupational programs are technical and  
8 professional academic programs that prepare students for employment.  
9

10 **Part 3. College Policy.** Each system community and technical college shall establish a policy  
11 to provide information on career exploration and job opportunities to all students enrolled in  
12 occupational programs.  
13

14 **Part 4. Evaluation.** The Office of the Chancellor shall, on a biennial basis, evaluate the  
15 effectiveness of system college efforts to provide career exploration and job prospect information  
16 to students, and shall secure assurance from each community and technical college that this  
17 responsibility is being met.  
18

19 **Part 5. System Procedure.** The Chancellor shall develop a system procedure to provide  
20 direction for the implementation of this policy by community and technical colleges.

*Date of adoption:*

*Date of implementation:*

**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 procedure.*