

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

**Agenda Item Summary Sheet**

**Committee:** Academic and Student Affairs

**Date of Meeting:** May 18, 2010

**Agenda Item:** Proposed New Board Policy 3.38 Career Information (Second Reading)

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 Board Policy requires approval of the Board.

**Scheduled Presenter(s):**

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 in its report on Occupational Programs.

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

*Second Reading*

<b>BOARD ACTION</b>
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<b>Proposed New Board Policy 3.38 Career Information</b>
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**INTRODUCTION**

The Office of the Chancellor is submitting a proposed new policy 3.38 Career Information.

**BACKGROUND**

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

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

**CONSULTATION**

Consultation has occurred/will occur as follows:

- Reviewed with the Academic and Student Affairs Policy Council – 11/20/09 and 1/21/10.
- Review and comment requested on the proposed policy and procedure through system-wide constituent mailing, dated 11/23/09.
- Reviewed at MSUAASF Meet and Confer 4/9/10.
- Reviewed at IFO Meet and Confer – 12/11/09.
- Review at MSCF Meet and Confer – 12/11/09 and 2/25/10.
- Reviewed by Academic and Student Affairs Committee of the Leadership Council – 12/8/09.

**RECOMMENDED COMMITTEE ACTION**

The Educational Policy Committee recommends that the Board of Trustees adopt the following motion:

**RECOMMENDED MOTION**

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

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

*Second Reading*

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

**3.38 Career Information**

**Part 1. Purpose.** The purpose of this policy is to require that all system colleges and universities provide information on career exploration and job opportunities to occupational program students.

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

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

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

**Part 5. System Procedure.** The Chancellor shall develop a system procedure to provide direction for the implementation of this policy.

Date of Adoption:

Date of Implementation:

*PROCEDURE CONTENT FORMAT:*

*Single underlining represents proposed new language.*