



Minnesota State Colleges and Universities

System Procedures

Chapter 3 – Educational Policies

1 **Procedures 3.30.1 College Program Advisory Committees**

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3 **Part 1. Purpose**

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

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7 **Part 2. Definitions**

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9 **College**

10 A community college, technical college, or community and technical college.

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12 **College program advisory committee**

13 A formally organized committee that provides expert advice and assistance to college
14 professional-technical programs.

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16 **Part 3. College Program Advisory Committee Procedure**

17 Each college shall adopt a program advisory committee procedure that addresses the following
18 topics:

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- 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

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21 **Part 4. Oversight and Accountability.**

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23 **Subpart A. Public accountability**

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

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1 **Subpart B. Evaluation**

2 Each college shall regularly evaluate its program advisory committees and use the
3 information for continuous improvement.

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7 *Approval Date:* 03/25/2010
8 *Effective Date:* 07/01/2010
9 *Date of Last Review:* 03/16/2016

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11 *Date and Subject of Amendments:*

12 02/16/16, Applied new writing and formatting standards, deleted or replaced obsolete
13 language, added “Career and transfer pathways” to Part 3, and deleted Part 4, Subpart
14 3, Reporting.

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Sample “reverse” side of transcript

Appendix A, see Procedure, Part 2

State College and University Name

Address City State Zip

Telephone Numbers URL of Institution

FICE No. XXXXX

A Member of the Minnesota State Colleges and Universities System

History

Grading System (A=4, B=3, etc)/

Method GPA Calculation/

Institution Policy on recording all courses attempted/

Institutional policy on withdrawals, transfer credits, incompletes, repeated courses, academic forgiveness

Course Numbering

Transcript Symbols

Accreditation

Honors

Academic Calendar/Enrollment Terms

(start, end date or length of term)/**Unit of credit** (semester, quarter, or other)

Miscellaneous Information

ADA Statement or Authenticity

Date Revised

Authenticity/FERPA Section