

## Minnesota North College

### Policy: College Program Advisory Committees

**Purpose.** To establish consistent practices for creating and operating college program advisory committees at the campuses of Minnesota North College.

**Policy Statement.** In accordance with [Minnesota State Board Policy 3.30](#) and [Procedure 3.30.1](#), Minnesota North College shall establish, manage, and operate college program advisory committees. These advisory committees must be created for credit-based academic programs determined to be preparation for initial or continued employment.

#### Definitions:

##### College

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

##### College program advisory committee

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

##### Membership

A college program advisory committee must include, but is not limited to, employers, students, and faculty who possess the requisite knowledge and skills relevant to the program. One advisory committee may serve more than one program provided that committee members possess requisite knowledge and skills relevant to the programs.

##### Role of committee

An advisory committee:

- identifies college program needs and opportunities,
- describes the current status and dynamic nature of its industry and/or occupation(s),
- 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, and
- reviews the intended competencies and other learning outcomes associated with the program on an ongoing basis.

## **Minnesota North**

### **Procedure: Advisory Committees**

#### **Part 1. Purpose**

To establish consistent standards, processes, and conditions for the creation and operation of college program advisory committees, in accordance with Minnesota State Procedure 3.30.1 and Policy 8.xx.

#### **Part 2. Definitions**

##### **College**

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

##### **College program advisory committee**

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

#### **Part 3. College Program Advisory Committee Procedure:**

##### **Subpart A. College and Campus Advisory Committee**

A College Advisory Committee shall establish a structure and governance system that includes election of a chair and other officers, determination of rules of order, decision making, and reporting.

A College Advisory Committee shall establish official means of communication and a timeline for communicating notice of meetings, agendas, and meeting minutes. All College Advisory Committee policies, procedures, work plans, membership, and meeting minutes shall be made available upon request.

Advice from a College Advisory Committee shall be documented in meeting minutes and shared with the college leadership to inform annual planning and improvement. The president shall be responsible for addressing advisory committee recommendations, understanding that the college may not be able to act on all advisory committee recommendations. A summary of the response and status of recommendations will be provided at the next regularly scheduled advisory committee meeting.

##### **Subpart B: Technical Program Advisory Committee:**

High-quality technical programs are closely tied to local business, industry, and labor partners. These cooperative relationships ensure technical education aligns with and fulfills employers' needs for competent employees entering the workforce. One of the most effective methods of building these relationships is through the use of advisory committees. Advisory committees not only help initiate new and relevant programming but also guide and strengthen existing occupational programs.

Committee membership will consist of business/industry representatives that will share their viewpoints of all segments served by the program. Committee memberships should be diverse enough to represent the concerns of a broad constituency encompassing such groups as:

- The general population (which is diverse with respect to gender, physical ability, age, race, and ethnicity)
- Multiple occupational levels within the industry
- Different company sizes, types, and structures

College faculty members, current students, secondary and university partners, administrative representatives, government agency representatives, should serve as non-voting, consulting members.

The size of an effective advisory committee should be suitable to meet with educational, economic, social, and cultural obligations of the program and college. The committee will consist of a minimum of six voting members. Some credentialing agencies may have their own requirements, so program faculty must also comply with those requirements to ensure that credentialing is not jeopardized. Program faculty will contact potential committee members to determine their interest in serving.

The program leader of each Minnesota North technical program is responsible for the following advisory board functions, along with those listed in the **advisory committee handbook**:

1. Conduct two advisory board meetings each academic year.
2. Actively listen to advisory board members for guidance on keeping the program curriculum relevant and current. Program faculty and staff shall be responsible for addressing advisory committee recommendations, understanding that program faculty and staff and the college may not be able to act on all advisory committee recommendations.
3. Provide the academic dean with
  - a. each meeting date, time & place.
  - b. a list of advisory board members and their contact information on an annual basis.
  - c. a copy of the minutes from each meeting.

### **Subpart B: Technical Program Advisory Committee:**

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