

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
PROCEDURE REVIEW AND COMMENT DOCUMENT
DATED 1/11/16**

**PROPOSED AMENDMENT TO PROCEDURE 3.30.1
COMMUNITY AND TECHNICAL COLLEGE ADVISORY COMMITTEES**

CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated.

1 **3.30.1 ~~Community and Technical~~ College Program Advisory Committees**
2

3 **Part 1. Purpose and ~~Applicability.~~**

4 This procedure To establishes consistent standards, processes, and conditions for the creation and
5 operation of college program advisory committees. ~~that enable consistent implementation of~~
6 ~~Policy 3.30 Community and Technical College Program Advisory Committees.~~

7
8 **Part 2. Definition:** ~~The following definition applies to this procedure.~~

9
10 **College program advisory committee-**

11 A college program advisory formally organized committee that provides expert advice and
12 assistance to college career-technical programs. ~~guidance and advice on initial development,~~
13 ~~accountability, expansion, and closure of academic programs or related program clusters at~~
14 ~~the college or with related programs at high schools, colleges, and/or universities. A college~~
15 ~~program advisory committee includes employers, students, and faculty; others may be~~
16 ~~included.~~

17
18 **Part 3. College Program Advisory Committee Policy and Procedure-**

19 Each college shall adopt a program advisory committee ~~policy and~~ procedure that addresses the
20 following topics:

- 21 • Purpose
 - 22 • Membership, including students appointed in accordance with Board Policy 2.3, size,
23 roles, requisite knowledge and skills, and terms
 - 24 • Structure and governance
 - 25 • Meeting schedule
 - 26 • Work plan and priorities
 - 27 • Communications
 - 28 • Collaboration, ~~if any~~
 - 29 • Career and transfer pathways
 - 30 • Recommendations and documentation
 - 31 • Evaluation
- 32
33

34 **Part 4. Oversight and Accountability.**

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36 **Subpart A. Public accountability.**

37 Program advisory committee ~~policy~~, procedure, work plans, membership, and meeting
38 minutes ~~shall~~ must be made available upon request.

39

40 **Subpart B. Evaluation.**

41 Each college shall regularly evaluate its program advisory committees and use the
42 information for continuous improvement. ~~of advisory committees.~~

43

44 **Subpart C. Reporting.**

45 ~~The chancellor shall assess compliance with this policy, post this information on the Web,~~
46 ~~and consider such findings in presidential evaluations. The chancellor's assessment shall be~~
47 ~~based on the college's current advisory committee policy and achievement of the college's~~
48 ~~work plans for its advisory committees.~~

49

50 **Related Documents:**

- 51 • [Policy 2.3 Student Involvement in Decision Making](#)
- 52 • [Policy 3.30 College Program Advisory Committees](#)
- 53 • [20 U.S. Code Ch. 44 – Career and Technical Education](#)

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55 **Procedure History:**

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57 *Date of Adoption:* 03/25/10,

58 *Date of Implementation:* 07/01/10,

59 *Date of Last Review:* xx/xx/xx

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61 *Date & Subject of Amendments:*

62 *xx/xx/xx – (add information)*

63

64 No additional HISTORY

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