

SECTION: Academic Affairs

SUBJECT: Advisory Committees

Title: Advisory Committees

Point of Contact: Provost

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Vice Presidents, Deans, Division Chairs and Department Directors

Date of approval by LCSC authority: August 1, 2017

Date of State Board Approval: N/A

Date of Most Recent Review: 8/2017

Summary of Major Changes incorporated in this revision to the policy: Streamlined to remove procedural items, and updated for applicability across campus.

1. Purpose Statement

- A. The purpose of an Advisory Committee is to integrate internal and external community members into the work of the college and its programs, ensure both instructional and non-instructional programming is aligned with the needs of the community, business and industry, and to ensure graduates possess the necessary knowledge and skills for success in their chosen fields. This is accomplished through regular meetings to exchange ideas, make recommendations, and discuss issues of mutual concern. Advice from the Advisory Committee is used for ongoing program improvement. Lewis-Clark State College is strongly committed to local program advisory committees and highly values their contributions.
- B. All Career & Technical Education programs are required to have an active Advisory Committee and shall follow the current Idaho Career and Technical Education “Technical Advisory Committee Guidebook for Postsecondary Schools”.
- C. All academic programs and college units are encouraged to have an Advisory Committee. At the discretion of the president, a College Advisory Committee may be formed.
- D. The role of the Advisory Committee is to make recommendations and suggestions to program administration. Final action on committee recommendations remains vested in the administrators of Lewis-Clark State College. The committee will meet with sufficient frequency so the interests of the program and relevant accreditation standards are met.

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- E. The Advisory Committee considers: trends affecting education, training and employment, suggests curriculum changes to stay abreast with program specific technology, assists in and provides support for student placement, advocates for the program with business and industry and in the community, and assists the program plan for change.

2. Membership

- A. Advisory Committee membership should include internal and external constituents, and, if possible, represent a cross section of individuals from across the local area, and when appropriate, across the region and state. Terms of service will be determined by the Advisory Committee.
- B. Program/department Advisory Committee membership will be approved by the appropriate Dean, Vice President or President, in the case of direct reporting units.

3. Process

- A. Program faculty/department staff propose Advisory Committee membership to the Director/Division Chair or Dean.
- B. Committee membership is approved by the Director/ Division Chair and Dean, and when appropriate, by the Vice President, or in the case of direct reporting units, by the President.
- C. When a committee is formed or new members are added, the appropriate Dean's or Vice President's office drafts and sends a letter of invitation.
- D. A list of Advisory Committee members is sent annually (noted in the List of Important Dates) to the Office of the President and for CTE Advisory Committees to the Idaho Career & Technical Education Office according the Technical Advisory Committee Guidebook for Postsecondary Schools
- E. In the event the Committee Chair is not appointed by the Division Chair or Dean, the program Advisory Committee will choose a chairperson to facilitate meetings. Lewis-Clark State College faculty or staff will serve as recorders of meeting minutes. Subcommittees may be formed as needed to facilitate committee initiatives.
- F. Copies of all agendas and past meeting minutes will be on file in the office of the appropriate division chair or department director.