

SUBJECT: ADVISORY COMMITTEES

Purpose and Need:

Vocational and occupational programs must be an integral part of the community in which they function. The programs must be realistic for the occupations for which they are training. Business and industry must understand and support these programs. Only through the close cooperation between the educational institution and the business and industry of the community can this result be accomplished. This cooperation can best be achieved through the effective use of local program advisory committees.

Lewis-Clark State College's commitment to local program advisory committees is strong and will continue to be strong. Advisory committees are essential to initiate new vocational and occupational programs as well as guide, strengthen and improve existing programs. The local program advisory committee must continually evaluate and reevaluate programs to ensure that the training will provide individuals with the necessary skills and knowledge for their specific occupational objective. To achieve this objective, the advisory committee must be composed of individuals who are active and knowledgeable in their field.

Policy:

1.0 Membership

- 1.1 Each committee shall be composed of individuals from a cross section of jobs within the occupational area. This cross section shall be representative of management, labor, large firms, small firms, labor organizations, and professional associations within the occupation, as well as recent program graduates. The committee should also be representative of the geographic area of Lewis-Clark State College or a larger area if the program has more than a local service area.
- 1.2 The President of the College, or his/her designee, shall appoint all advisory members. Only officially appointed members shall have the right to vote. Lewis-Clark State College staff members shall be non-voting ex-officio members. The appointed membership of a committee shall be no less than three (3) and generally no more than nine (9) members. All recommendations for advisory members shall be submitted for consideration to the Provost. Lewis-Clark State College faculty shall submit recommendations for advisory committee membership on the "Data Sheet for New Advisory Committee Members."

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2.0 Authority

- 2.1 Advisory committees have the function of making recommendations and suggestions. The authority for establishing requirements in respect to school affairs rests legally with the Administration of Lewis-Clark State College, acting in conformity with federal, state and local laws, rules and regulations.
- 2.2 A program advisory committee should understand that its purpose is limited to making training or educational recommendations and suggestions to the administrators of the college who have the vested authority to act on them. All recommendations should be submitted as a part of the official committee minutes. These recommendations will be reviewed by the administration of the college and an appropriate reply will be given to the committee.
- 2.3 Advisory committees should be aware that at times the school cannot adopt in full, or sometimes even in part, the recommendations of the committee. Financial restrictions, physical building limitations, and other difficulties may necessitate delay, or lack of enactment, of committee recommendations. However, all committee recommendations will receive due consideration.
- 2.4 If at any time, an advisory committee feels it has not received adequate consideration, the committee chairperson may request a meeting with the Provost. Final action on committee recommendations must still remain vested in the administrators of Lewis-Clark State College.

3.0 Responsibilities

- 3.1 The functions of an advisory committee shall be to make recommendations for improvements of all aspects of the instructional program. The committee shall not, however, legislate action or become involved with program administration. The committee's functions shall include, but not necessarily be limited to, the following:
 - 3.11 Forecast trends affecting education, training and employment
 - 3.12 Assist in occupational employment need surveys
 - 3.13 Review and suggest curriculum changes to stay abreast with technology
 - 3.14 Recommend and review the program competencies and tasks

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- 3.15 Determine criteria for evaluating student performance
 - 3.16 Annually evaluate the program's facility and equipment
 - 3.17 Review major equipment priorities and purchases
 - 3.18 Assist in securing equipment and supplies from industry
 - 3.19 Review the kinds and volume of production projects produced by students
 - 3.20 Provide legislative and moral support
 - 3.21 Determine qualifications needed for selecting faculty
 - 3.22 Assist in and provide support for student placement
 - 3.23 Assist in determining the qualifications necessary for students to enroll in the program
 - 3.24 Assist in the development of student internship and cooperative programs
 - 3.25 Provide evidence of industry's support of the program
 - 3.26 Interpret the program to the community, labor organizations and employers
 - 3.27 Review past program accomplishments
 - 3.28 Cooperate with State advisory committees in the area/s where they exist
 - 3.29 Assist in facility planning for program changes
- 4.0 Organization
- 4.1 Officers - The program advisory committee shall elect from its membership a chairperson, vice chairperson and other officers as it deems necessary. The secretary will be a Lewis-Clark State College staff member unless otherwise desired by the committee. The committee chairperson may appoint whatever sub-committee/s necessary to facilitate committee business.
 - 4.2 Terms - The term of office of the chairperson and the vice chairperson shall be one

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year. The terms of office of committee members shall be two or three years with staggered termination dates to allow committee continuity. The terms of office shall commence on July 1 and terminate on June 30. A member can request that he/she continue committee service upon termination of his/her current term. In such cases, the division chairpersons should forward the member's request for reappointment or termination to the Provost. Each advisory member will receive a certificate of appreciation upon resigning from the committee.

5.0 Meetings

- 5.1 A minimum of three (3) meetings per year will be held by each advisory committee for an operating program. Additional meetings may be called by the chairperson at the request of the Lewis-Clark State College staff or an advisory member. All written committee correspondence will be distributed by the division chairperson. All meeting dates and room reservations will be scheduled by the division chairperson. Meetings can be held on or off campus with industrial and business tours encouraged for a portion of at least one meeting per year.
- 5.2 A current advisory committee member list and copies of all agendas and past meeting minutes will be on file in the offices of the appropriate division chairperson. A record of all committees and committee action will also be available to the Vocational Division, State Department of Education, by July 1, each year.

Procedures:

The purpose of these procedures is to assist Lewis-Clark State College staff in the establishment and effective operation of the local program advisory committees. The staff should read and understand the Lewis-Clark State College Advisory Committee Policy before following these procedures. These procedures, as well as the established Lewis-Clark State College procedures, should be followed when working with the advisory committee.

1.0 Planning Committee Operation (Proposed Programs)

- 1.1 The division chairperson will submit the names of the suggested advisory committee members to the Provost for review with the President of the college.
- 1.2 Upon notification of the outcome of the review, division chairpersons will contact the proposed advisory committee members, explain the functions and determine if they are willing to serve and complete a Personnel Data Sheet for each member.

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- 1.3 Submit copies of the Personnel Data Sheets to the Provost, and the President will formally appoint the advisory committee members.
 - 1.4 The division chairperson will contact and inform the committee chairperson on the proposed meetings and ask for suggestions. The "Notice of Proposed Advisory Committee Meeting" form and all materials to be discussed by the committee should be reviewed with the committee chairperson.
 - 1.5 The Provost will review and approve the meeting, agenda and other materials. A meeting notice will be sent to the committee at least two weeks prior to the meeting by the division chairperson. Room reservations will be arranged by the division chairperson.
 - 1.6 The minutes will be recorded by the secretary. The minutes will be distributed by the division head. The minutes should be distributed to the committee within two weeks after the meeting.
- 2.0 Meeting Notification
- 2.1 Notification of advisory meetings will be the responsibility of the appropriate division chairperson in cooperation with the committee chair. The notices, agenda and all materials to be discussed at the meeting will be in the member's possession at least two (2) weeks prior to the meeting. It will be the responsibility of the advisory committee member to return the card enclosed with the agenda prior to the meeting so attendance can be verified. All members will receive a reminder call on the day of the meeting.
- 3.0 Minutes
- 3.1 All advisory committee and subcommittee meetings must have written minutes. These minutes will be distributed by the division chairperson no later than two (2) weeks after the meeting. The minutes will be approved by the committee at its next meeting.
- 4.0 Operating Procedures for Existing Programs
- 4.1 The division chairpersons are responsible for the effective operation of all advisory committees which support approved programs in their respective divisions. A minimum of three (3) planned and productive meetings are required per program per year (July 1 to June 30).

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- 4.2 The major instructor for the program will contact and discuss with the committee chairperson the proposed meeting and ask for suggestions. Conflicts with professional organizations should be avoided when setting the meeting date. Prior to contacting the committee chairperson, the suggested meeting dates and general topics which will be discussed should be cleared with the division chairperson.
- 4.3 The division chairperson responsible for the program should sign and date the "Notice of Proposed Advisory Committee Meeting" form.
- 4.4 A meeting notice will be sent by the division chairperson to the committee and staff at least two (2) weeks prior to the meeting. Room reservations for the advisory meeting will be arranged by the major instructor for the program.
- 4.5 The office of the division chairperson will be responsible for tallying the returned members' attendance cards for each meeting and call those members not returning the cards. The division secretary will call all members on the day of the meeting to remind them of the meeting.
- 4.6 The minutes of the advisory committee meetings will be recorded by the secretary. The minutes will be reviewed by the division chairperson and distributed to the committee and staff by the division chairperson. The minutes should be received by the committee within two (2) weeks after the meeting.

All questions regarding advisory committee operations should be directed to the division chairperson or the Provost.

Please see the Appendix for a sample of the format to be used.