

AP2320 VOCATIONAL/TECHNICAL PROGRAM ADVISORY COMMITTEES AP2320

- A. Each vocational program will have an advisory committee. Ad hoc committees will be set up to study proposed programs.
- B. Members will represent labor and management and will be private sector volunteers who share an expert working knowledge of the job tasks and competencies required for specific occupations. Other interested parties who can contribute to the program may serve on the committee.
- C. Committee members will be appointed annually. Members may volunteer for additional terms. Advisory committees will have seven to fifteen members.
- D. All faculty in the program, the Dean of Professional/Technical Education, and the appropriate division chairperson will be ex-officio members of the advisory committee.
- E. A chairperson will be elected from the private sector. His/her term may rotate at the decision of the advisory committee.
- F. Each vocational program will designate a faculty member to serve as the secretary to the advisory committee.
- G. Advisory committee functions and activities will include, but are not limited to, proposals, evaluations, reviews, and/or recommendations regarding:
 - curriculum,
 - program review,
 - job placement,
 - equipment and facilities,
 - community relations,
 - community resources,
 - recruitment,
 - student organizations,
 - legislation, and
 - staff development
- H. Each committee will meet at least two times per year to conduct business. Additional meetings may be held as needed.
- I. Dates of the meetings and agendas will be set by the committee chair and members in concert with the secretary.
- J. Notifications of meetings will be the responsibility of the secretary on behalf of the chairperson of the committee. Such notifications will be sent out on college stationery with at least two weeks notice. The minutes of the previous meeting and the agenda for the scheduled meeting will be included. In case of necessity, emergency meetings can be called on short notice by telephone contact.

- K. The secretary and/or other program faculty will call members after the meeting notification mailing, but prior to the meeting, to remind members of the meeting.
- L. The secretary will host the meeting, keep the minutes, obtain approval (signature) of the committee chairperson on the minutes, and distribute the minutes within four weeks. Minutes will be filed in the office of the Dean of Professional/Technical Education.
- M. Members who miss three sequential meetings may be dropped from the committee roster.
- N. Recommendations from the advisory committee will be addressed to the vocational director. A written response will be made in thirty days.