

## Advisory Committee/Board Cycle

Every degree, technical diploma, and certificate program at the College must have an advisory committee/board. Advisory committees/boards must meet a minimum of once per academic year.

### August

- Program Leads begin to prepare for Fall Advisory Committee/Board meetings:
  - Review Advisory Committee/Board Agenda Template
  - Secure a facilitator and a room for the meeting
  - Set date for meeting
  - Invite attendees
  
- Be prepared to share with the Advisory Committee/Board:
  - I. Program Goals and Rationale (Unit Assessment Plans with Student Learning Outcomes)
  - II. Program Outcomes Assessment (Tie to Annual Unit Assessment Plans)
  - III. Program Resources and Support
  - IV. Program Strengths and Opportunities for Improvement (Deans and Faculty share Action Plan)
  - V. Program Viability (Program Health Index)
  
- At the meeting:
  - Introduce full time faculty members and Advisory Committee/Board members
  - Deans and Lead Faculty review:
    - Program Reviews and Action Plans
    - Annual Unit Assessment Plans
    - Program Health Index
    - Career Pathways Development Report
    - Information about Internship hosts, clinical sites
    - Updates on Articulation Agreements
    - Current Catalog pages with Program Outcomes listed
    - Information on Dual Enrollment

### November

- Fall Advisory Committee/Board meetings are held.
- Lead faculty will facilitate. A scribe will submit minutes.
- Membership will be reviewed. New members will need an orientation and a mentor with a veteran committee/board member for the first year. Determine the membership of the committee/board by May 1st of each year. The Vice Chancellor for Academic Affairs coordinates the process for issuing letters of appointment from the Chancellor, specifying terms of service, by July 1st of each year. Arrangements are made to send thank you letters to those who are no longer serving on the committee/board.

## January

- Program Leads begin to prepare for Spring Advisory Committee/Board meetings:
  - Review Advisory Committee/Board Agenda Template
  - Secure a facilitator and a room for the meeting
  - Set date for meeting
  - Invite attendees
- Be prepared to share with the Advisory Committee/Board:
  - I. Program Goals and Rationale (Unit Assessment Plans with Student Learning Outcomes)
  - II. Program Outcomes Assessment (Tie to Annual Unit Assessment Plans)
  - III. Program Resources and Support
  - IV. Program Strengths and Opportunities for Improvement (Deans and Faculty share Action Plan)
  - V. Program Viability (Program Health Index)
- At the meeting:
  - Deans and Lead Faculty review:
    - Program Reviews and Action Plans
    - Annual Unit Assessment Plans
    - Program Health Index
    - Career Pathways Development Report
    - Information about Internship hosts
    - Updates on Articulation Agreements
    - Current Catalog pages with Program Outcomes listed
    - Information on Dual Enrollment

## April

- Spring Advisory Committee/Board meetings are held.
- Lead faculty will facilitate. A scribe will submit minutes.
- Membership will be reviewed. New members will need an orientation and a mentor with a veteran committee/board member for the first year. Determine the membership of the committee/board by May 1st of each year. The Vice Chancellor for Academic Affairs coordinates the process for issuing letters of appointment from the Chancellor, specifying terms of service, by July 1st of each year. Arrangements are made to send thank you letters to those who are no longer serving on the committee/board.