

POLICY & PROCEDURES MEMORANDUM

TITLE:	ADVISORY COMMITTEES
EFFECTIVE DATE:	February 15, 2000* <i>(*Title Updates 6/8/12; 2/24/05)</i>
CANCELLATION:	none
CATEGORY:	Academic (AA)

POLICY STATEMENT

Delgado Community College recognizes the benefit of involving community members in its academic programs. Advisory committees serve as a liaison between the College and the community for the purpose of improving and guiding academic, professional and occupational programs.

Every degree, technical diploma, and certificate program at the College must have an advisory committee. The committee consists of community members who are practitioners of the program discipline or related disciplines. In addition, programs from which graduates transfer to senior institutions are to have advisory committees consisting of community members and representatives of senior institutions. Advisory committees for programs that do not culminate in a certificate, technical diploma or degree are optional.

The specific requirements for establishing and operating advisory committees are outlined in detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish procedures for creating and managing advisory committees.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all programs at the College which culminate in a certificate, technical diploma or degree. It also applies to units of the College for which an advisory committee is deemed appropriate.

3. **Advisory Committee Guidelines**

Advisory committees are to be established and managed as follows:

- A. Advisory committees are to consist of a minimum of five (5) community members, at least two of whom who must be in business and industry, with a total membership generally not to exceed twelve (12). For programs offered on more than one campus or location, membership must include faculty representatives from each campus and site as appropriate.
- B. Advisory committees are appointed by the Vice Chancellor for Academic Affairs, upon recommendation of the Division Deans and the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable).
- C. Initial appointments will be for one or two years; members will draw lots for the one-year term of service. Subsequent appointments will be for a minimum of two (2) years.
- D. Advisory committees must meet a minimum of once per academic year.
- E. Minutes of advisory committee meetings must be recorded.
- F. A report on the current status of the program will be written and presented by the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable) at or before each meeting. This report is to include any action that has been taken by the College on the committee's recommendations and to inform them of a decision not to implement a recommendation.

4. **Responsibilities**

- A. The Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) in conjunction with the Division Dean determines the membership of the committee by May 1st of each year.
- B. 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. The Vice Chancellor for Academic Affairs also coordinates the process for disseminating letters of appreciation from the Chancellor to members when they have completed their terms of service.
- C. The Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) serves as temporary committee chair until the committee elects its own chair. The Program Coordinator is required to attend the committee meetings; serves as facilitator and resource person for the committee; and is

responsible for assuring that meetings are held, minutes are recorded, and reports are compiled.

- D. The duties of the committee include, but are not limited to, the following: curriculum, academic standards, expansion of the program, training sites, evaluation of outcomes, job placement and transfer of completers.
- E. Minutes and reports are forwarded to the Vice Chancellor for Academic Affairs and Division Deans.
- F. Minutes, reports and/or recommendations are distributed by the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable) to the faculty in the program discipline. Faculty responses to each recommendation are recorded by the Program Coordinator.
- G. Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) must submit an Executive Summary to the Vice Chancellor for Academic Affairs (one page in length to include dates met, recommendations made, and significant action taken).

Review Process:

Academic Affairs Council 2/8/00
Executive Council 2/15/00

Distribution:

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