

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ADVISORY COMMITTEES/ BOARDS</b>
<b>EFFECTIVE DATE:</b>	<b>February 15, 2000*</b> <i>(*Procedural Update 3/16/17; Title Updates 6/8/12; 2/24/05)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

Delgado Community College recognizes the benefit of involving community members in its academic programs. Advisory committees or boards 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/board. The committee/board 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/boards consisting of community members and representatives of senior institutions. Advisory committees/boards for programs that do not culminate in a certificate, technical diploma or degree are optional.

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

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish procedures for creating and managing advisory committees/boards.

2. **Scope and Applicability**

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

### 3. **Advisory Committee/Board Guidelines**

Advisory committees/boards are to be established and managed as follows:

- A. Advisory committees/boards are to consist of a minimum of five (5) community members. For programs offered on more than one campus or location, membership must include faculty representatives from each campus and site as appropriate.
- B. Programs that have accrediting bodies with requirements for advisory committee/board membership must follow the guidelines of the accrediting body. Programs from which graduates transfer to four-year institutions must have community members and representatives of the senior institutions on their advisory committees/boards. As appropriate, members may also include, but is not limited to, individuals from high schools with dual enrollment, Career and Technical Education Coordinators, alumni and students.
- C. Advisory committees/boards 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). Appointments will be made for three (3) years.
- D. Advisory committees/boards must meet a minimum of once per academic year.
- E. Minutes of advisory committee/board 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/board'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/board 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/board chair until the committee/board elects its own chair. The Program Coordinator is required to attend the committee meetings; serves as facilitator and resource person for the committee/board; and is responsible for assuring that meetings are held, minutes are recorded, and reports are compiled.
- D. The duties of the committee/board 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 and Advisory Committee/Board members. 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

Academic Affairs Council Review 3/16/17

Vice Chancellor for Academic Affairs Approval – Procedural Update 3/16/17

*Distribution:*

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