

4.3.4 Kentucky Community and Technical College Program Advisory Committees

The Program Advisory Committee is an advice-giving body assisting the program in meeting the needs of the community in a manner consistent with existing college regulations and within the stated philosophical purposes of the college.

In this context the committee serves in an advisory capacity to the faculty and administration in order that the program may reflect the needs of the service area in relation to the capabilities of graduates of the college. It works directly with the program coordinator and other faculty and staff members in the specified program.

Advisory committees are required for all occupational/technical programs.

A. Membership

The membership of these committees shall be representative of the businesses and industries for which the program provides education and training. Members shall represent the various levels of management and labor of the business or industry. A majority of the members must be external to the institution.

A student representative shall serve as an appointed member of the committee.

B. Meetings/Minutes

Program advisory committees shall have at least two (2) meetings per year. Minutes to document activities and recommendations will be maintained and distributed for all program advisory committee meetings.

C. Responsibilities

The program advisory committees shall counsel, advise, and consult with the program staff on:

1. Implementation of curriculum;
2. Safety;
3. Equipment needs;
4. Projects for student learning;
5. Advocacy of the program in the community;
6. Recruitment of students;
7. Work-based learning;
8. Job placement of students;
9. Community resources available; and
10. Information regarding the program and improvement thereof

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

D. Appointment

1. Names for potential appointments may be recommended by the program faculty through appropriate administrative channels.
2. The selected member(s) will receive a letter of appointment from the college president/ chief executive officer or designee to the committee on which she/he is to serve.
3. Terms of appointment will be for two years unless otherwise specified with reappointment possible by mutual agreement.

<u>10-8-01</u> Date Approved by President, KCTCS	<u>1-4-07</u> Date(s) of Last Review <i>(Include all dates in chronological order)</i>	<u>1-4-07</u> Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
(SIGNED) <u>Recommended by</u>	1-4-07 <u>Date</u>	(SIGNED) <u>President, KCTCS</u>	1-4-07 <u>Date</u>