

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ADVISORY COMMITTEES

Effective June 1, 2008

Procedure No. 5-15 (C)

Page 1 of 2

- (1) Advisory Committees are appointed and maintained for all approved Career and Technical Programs and other programs as identified by the Provost.

The program faculty and chairperson will make recommendations for Advisory Committee members to the division dean. The division dean will forward recommended candidates to the provost for approval. The recommended list is then forwarded to the President for formal appointment to the Advisory Committee.

- (2) Potential appointees should be selected from a broad cross section of program or accreditation related organizations, primarily from our four (4) county service district; have demonstrated competence in the specified academic program area; have an interest in the ongoing improvement of such programs; and have adequate time to serve in an advisory capacity.

- (3) Number of Members, Length of Service, and Frequency of Meetings:

- (a) The number of members appointed to an Advisory Committee may range from six (6) to Twelve (12). No more than 25% of the membership will be employed by the college. This includes members such as adjuncts, students, and administrators. If the committee votes on a recommendation only members not associated with the college may vote.
- (b) Advisory committee members will be appointed to a three-year term and may be reappointed to a second consecutive three-year term. Committee appointments should be staggered to allow for continuity of experience among committee members. The division dean may waive the term limitation in circumstances where industry/educational committee members represent the primary industry/consumer organizations for that program and/or not having a certain organization represented on the Advisory Committee would be detrimental to the program.
- (c) All Advisory Committees are required to meet a minimum of twice a year. However, committees are encouraged to meet as often as needed to address important issues and concerns.

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Page 2 of 2

(4) Chairing the Committee:

- (a) The Advisory Committee will select its own chairperson from either external or internal members. The chairperson will preside over all of the committee members.
- (b) All full-time faculty are encouraged to attend Advisory Committee meetings for the purpose of providing information to the Advisory Committee and to hear the input and suggestion(s) of the committee.
- (c) The Advisory Committee chairperson should plan and distribute the meeting agenda. The agenda should be planned with the college representative, if the chairperson is not an employee of the college. Notices of meetings should be sent by the college department chairperson.

(5) Administrative Support:

The department chairperson will provide administrative support for the purpose of recording and disseminating meeting minutes to all committee members. Advisory Committee minutes will be kept in the department file and will be available for review by program faculty.

- (6) Advisory committees will report and make recommendations to the faculty and the department chairperson. Under some circumstances, the committee may report and/or ask or may be asked and make recommendations to other members of the college's faculty and administration.