

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

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|------------------|---|----------------------------|
| Procedure Title: | Procedure to Appoint Advisory Committee Members           | <u>Number</u><br>210       |
| Related Policy:  | Advisory Committees to Specialized Programs – 6Hx20-2.003 | <u>Page</u><br>Page 1 of 2 |

**I. Purpose**

To establish a process for the selection and appointment of program advisory committees.

**II. Procedure**

An advisory committee must be established for each Bachelor of Applied Science, Bachelor of Science, Associate in Science, Applied Technology Diploma, and Career and Technical Certificate program. The group should be established early in the development of a program but not before Curriculum Council approval of the intent to establish the program.

- A. Each committee shall consist of a minimum of five (5) members and not more than twelve (12) members selected from the specific occupations or professions representing both management and labor, small businesses and large corporations in which the full-time programs will be offered, or university faculty.
- B. Only the President and the Vice President, Academic and Student Affairs, have the authority to appoint advisory committee members. Nominations should be made by the program coordinator or instructor and department head and forwarded through the Dean, Workforce Education and Vocational Support, for approval by the Vice President. Letters of appointment or reappointment will be prepared by the Office of the Dean, Workforce Education and Vocational Support, for signature by the Vice President each year. A copy will be returned to the department.
- C. Committee membership shall be representative of the community, meet Equal Access/Equal Opportunity standards, and include, if indicated, a student or graduate of the program.
- D. Voting members should not be affiliated with the College in the full-time capacity. The principal College contact, department head, program coordinator, or project director, should be an ex officio member and provide staff support to the committee.
- E. Membership will be reviewed by the Vice President, Academic and Student Affairs, each year by September 15 with changes submitted through the identified procedure.

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| Responsible Official: Vice President, Academic and Student Affairs |
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President's Signature:

Date: 02/21/2017

A handwritten signature in blue ink, appearing to read "E. Meadows", is written over a light blue grid background.