

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Procedure for Operation of Advisory Committees	<u>Number</u> 220
Related Policy:	Advisory Committees – 6Hx20-2.003	<u>Page</u> Page 1 of 2

I. Purpose


To establish a process for the operation of Advisory Committees for workforce programs.

II. Procedure

The advisory committee must operate to provide the means for a curriculum to remain relevant to the mission of the program (business, industry, university, etc.). Advisory members provide an informed viewpoint that is invaluable to the educational process.

- A. The advisory committee should create a partnership between workforce education programs and the businesses, industries, and communities they serve.
- B. Each committee will select a chairman at the first meeting each college year and will agree upon operational procedures for meetings held that year.
- C. Staff support should be provided by the Pensacola State College contact, department head, program coordinator, or project director in the following ways:
 - 1. Notification of meetings;
 - 2. Planning and preparation of agenda;
 - 3. Recording of minutes;
 - 4. Submitting appropriate materials and committee recommendations to the appropriate dean for action and to the Dean, Workforce Education and Vocational Support for filing.
- D. Each advisory committee shall meet at least twice a year.
- E. Minutes will be recorded and a copy submitted to the Office of the Dean, Workforce Education and Vocational Support, for filing.
- F. The role of the committee is to:
 - 1. Advise regarding marketing the program and recruiting of students;
 - 2. Review curriculum for meeting business and industry needs and make recommendations for any curriculum changes;
 - 3. Evaluate program effectiveness;
 - 4. Assist in planning student placement strategies; and

5. Offer other advice concerning the program, as requested by the College.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 02/21/2017