

PROCEDURE

Number:	41-02
Title:	Advisory Committees
Responsibility:	Academic Affairs
Original Approval Date:	10/23/2018
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Last Revision:	4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 40-3 Advisory Committees

Other:

Procedure Description

PURPOSE

Advisory committees serve as a vital link between the community and the college. This results in more coordinated activities and improved institutional programs that better meet the needs of the community and workforce development. An advisory committee of interested, competent, and concerned citizens is the most productive and effective method of involving the community in education.

PROCEDURE

Organization

An individual is invited prior to October 5th to serve a two or three-year term upon recommendation of a department head or administrative office.

The chairperson is appointed or elected at the first meeting of the year. A vice-chair and/or secretary may be appointed or elected.

At least two meetings are held each year, with the first meeting no later than the last week in November and the second meeting no later than the last week in April. The second meeting may be either face-to-face or virtual. Other meetings may be called by either the chairperson or department chair.

The committee contains a minimum of six members and a maximum of eighteen members. Committee members may not exceed two adjunct faculty members. All Career and Technology program advisory committees must have members currently employed in the industry, business, or clinical services sector. Committee members for the Associate of Arts and the Associate of Science advisory committees should consist of members from the institutions identified as the primary transfer-receiving institutions.

All agendas must conform to the Advisory Committee Meeting Agenda template. Minutes will be prepared for all meetings with copies distributed to the offices of the Vice President of Academic Affairs and department chairs. Official minutes must be maintained by the Office of the Vice President of Academic Affairs and the respective department.

Role

With the assistance of the department head or administrative officer, the committee's function is to advise and assist in program relevance and planning, not to establish or direct policy. Members are expected to attend meetings regularly, participate in committee discussions, and serve on subcommittees when requested.

Advisory Committee Appointments

Department chairs contact the person he/she wishes to appoint and make certain that the person is willing to serve and will accept the appointment

The president sends an official appointment letter for the person to serve on an advisory committee for a period of two or three years.

The person is then added to the program advisory committee listing, and the response card is forwarded to the appropriate department head.

Reappointments

- Committees are reviewed annually.
- Advisory members may be reappointed for additional terms.
- Reappointments are based on individual advisory committee bylaws.

Deletion/Additions of Committee Members During the Interim

An advisory committee member may be deleted at his/her own request, at the end of the term or for non-participation. The president will send a letter of appreciation for his/her service to the college.

A new member may be added at any time during the two or three-year period simply by using the regular advisory committee appointment process. The appointment will cover the time remaining in the two or three-year appointment period.

Advisory committee listings are used in various publications and for other reasons throughout the year, and department heads should make certain that the information provided to the president is always current.

Bylaws

Each advisory committee is responsible for creating its bylaws, which include at a minimum the following:

- I. Title and Functions
- II. Composition of Committees
- III. Officers
- IV. Duties of Officers
- V. Subcommittees
- VI. Functions of Subcommittees
- VII. Meetings and Elections
- VIII. Amendments

Bylaws should be reviewed regularly and updated as necessary. The Vice President and department chairs must review proposed bylaws and ensure compliance with the FDTC Manual of Policy and Procedures.