

Title: <b>Program Advisory Committees</b>	
Originated by Vice President of Instructional Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: July 22, 2013	Revised on: July 22, 2013

**Guideline Statement:** Each MATC program of study will have a Program Advisory Committee (PAC) to advise program faculty and administration concerning curriculum, student learning outcomes, facilities, instruction methods, equipment, enrollment, job opportunities, and other issues critical to the quality and success of technical education. The PAC's role is to critically appraise and ultimately endorse strategic action plans.

**Rationale:** This guideline will ensure the effectiveness of a PAC by providing procedures on committee membership, responsibilities and duties, minutes of meetings, information distribution to committees, and frequency of meetings.

### **Advisory Committee Structure**

#### *Role and Purpose*

1. To provide advice and insight to the college concerning trends and needs of the employment community.
2. To review the program of study and learning outcomes needed by graduates to be employed in the field.
3. To serve as a communication link between the college and employment community.
4. To identify community resources that will help support or contribute to the success of the program.
5. To assist in recruitment, provide work-based learning opportunities, and assist in placing graduates with prospective employers.
6. To serve as field experts to the program by interacting with faculty and students.
7. To provide assessment of the curriculum and student learning outcomes.

#### *PAC Characteristics*

1. Cross section of business and industry served by the program.

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2. Cross section of levels of responsibility within individual companies; consideration should be given to those who are decision-makers or who have access to decision-makers.
3. Employers of program graduates, representatives from educational institutions, former students. **NOTE: No more than 33% of PAC will be made up of former students.**
4. Members who are representative of the local diversity within the industry—minority, non-traditional, underserved populations.
5. Members with both influence and affluence and an interest in MATC's program as well as a passion for their industry.
6. Members representing Riley, Clay, Geary, Pottawatomie, Dickinson, and Marshall Counties as well as other geographic areas in which program graduates are employed. At least 33% of PAC membership should be from outside Riley County.

*Terms and Methods of Appointment*

1. Appointment of initial membership will be for a two-year term; members can be reappointed beyond two years.
2. Faculty are responsible for recruiting advisory committee members; utilize workforce development director and other PAC members for ideas about new members.
3. Notify the VPIS office when a committee member decides to leave the committee so that a certificate of appreciation can be generated.
4. If a member does not attend two consecutive meetings, consider replacing that member.

*Size of PAC*

1. Size varies with nature and size of program.
2. Minimum of seven members should be considered.

*College Representation (Ex Officio Members)*

1. President, VPIS, or AVPIA
2. Faculty members of program
3. At least one current student
4. Other college representatives as dictated by agenda

*Meetings*

1. Must meet a minimum of twice each academic year.
2. Meetings may be called more frequently as necessary; ad hoc committees may also be formed to study particular issues of the program.
3. Action items require a simple majority vote.

*Faculty Responsibilities*

1. Schedule meetings; send out notices of meetings, including appropriate materials, at least two weeks prior to the meeting. Packets sent to advisory members should include, but are not limited to, agenda, minutes of previous meeting, student learning objectives, learning assessment plans and results, updates to program review, inventory or recommendations for purchase/disposal of equipment and software, updated advisory committee contact list, or other information related to agenda.

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2. Ensure formal action is taken regarding changes to curriculum (documentation of action must be submitted to KBOR).
3. Submit PAC membership to Instructional Project Coordinator at the beginning of each academic year. Verify that all information is accurate.
4. Work with committee chair to determine agenda.
5. Record minutes of meetings on template; submit minutes electronically to Director of Continuing Education and Corporate Training **and** upload minutes to the portal (MATC Online/Resources/Committees/PAC/department)
6. Communicate regularly with PAC members outside structured meetings.
7. Provide follow-up of PAC meeting with appropriate college staff.
8. Review PAC Checklist to ensure all aspects are covered at one of the meetings during the academic year.
9. Conduct PAC Survey at the end of the academic year and submit to AVPIA.