

Policy Title: ACADEMIC PROGRAM ADVISORY COMMITTEE

Mid-State Technical College is required to establish and maintain active occupational program advisory committees for all approved programs. Such committees provide external input to internal processes. Occupational program advisory committees help to ensure that programs are technologically current and responsive to the needs of the workforce.

Advisory committees provide guidance, advice, and recommendations to the College in areas such as program development, curriculum content and structure, program and service evaluation, instructional delivery, student recruitment and retention, technology, equipment, procurement of donations, and marketing. Advisory committees do not make ultimate programmatic or service decisions, establish college or departmental policy, or supersede the legal responsibility vested in the Mid-State Technical College District Board. Advisory committee recommendations are reviewed for consideration, feasibility, and decision-making.

The following shall serve as administrative policy direction for all required advisory committees:

- A current list of members for each advisory committee must be maintained, including the member's name, designation as employer or employee, place of employment, mailing address and email address, if available. Various invitations to events and informative mailings are sent to advisory committee members, requiring access to this up-to-date list. The College's educational representatives who serve as the primary liaison to each committee are responsible for maintenance of their respective membership lists.
- Each committee shall consist of an equal number of employers and employees and be as representative of the related industry or region as possible.
- Advisory committees meet two times each year.
- Members should be appointed to one, two or three-year terms with reappointments at appropriate intervals; the appointment terms will be staggered. This serves to ensure continuity and to provide for new members who can bring fresh perspectives to the committee.
- Advisory committees can oversee either a single or multiple program structure with a related occupational focus, similar program outcomes or technical content. Multiple program advisory committees must be approved by the Wisconsin Technical College System.

Further direction on the specifics of the operation of advisory committees can be found in the Mid-State Advisory Committee handbook. Requests for copies should be directed to the office of the Vice President, Academics. Instructional representatives to advisory committees are expected to make this information available to all new and continuing advisory committee members.

Adopted: August 2011
Last Reviewed: July 2017
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