

4001.

ADMINISTRATIVE REGULATIONS ON  
ADVISORY COMMITTEES FOR OCCUPATIONAL EDUCATION

4001.1 It shall be the responsibility of the Vice President, Academic Affairs, to administer all regulations pertaining to the advisory committees for occupational education.

4001.2 Procedures

- A. The Vice President, Academic Affairs, shall approve the appointments of advisory committee members. The Board of Trustees shall have the responsibility of appropriately recognizing the service of advisory committee members to the college.
  - 1. Committee members shall be appointed from specific occupations or clusters of occupations.
    - a. An appropriate faculty member shall be appointed as liaison to and member of each advisory committee.
    - b. Program faculty shall be appointed as ex officio members of the program's advisory committee.
    - c. One or more students may be appointed as nonvoting members of advisory committees.
  - 2. Faculty in specific occupations or clusters of occupations and other interested parties shall select and nominate individuals for appointment to advisory committees.
  - 3. Appointments may be made for two, three, or four-year terms. Staggered terms are recommended.
- B. Each advisory committee shall meet at least once each academic year. Special meetings may be called at any time.
  - 1. Duties assigned to the faculty liaison shall be done in cooperation with the committee chair and include, but are not limited to:
    - a. prepare agenda
    - b. notify members of time and place of meeting
    - c. arrange meeting place
    - d. arrange appropriate hospitality (parking permits, etc.)
    - e. provide descriptive and statistical information about the program(s)
    - f. keep minutes of all meetings
  - 2. Duties assigned to community representatives include, but are not limited to:
    - a. reasonable attendance
    - b. one person to serve as chairperson
    - c. another person to serve as vice chairperson

- d. participation in committee deliberations
- C. A handbook and directory for occupational education advisory committees shall be provided to each advisory committee member.
- D. Advisory committee recommendations may be submitted in writing to the Vice President, Academic Affairs, for consideration and review.
- E. It shall be the responsibility of the Vice President, Academic Affairs, to report back to the originating advisory committee on the status of any recommendation submitted in writing.