Baltimore City Community College

Changing Lives...Building Communities

Title of Policy: College Program Advisory Committees
_____

Applies to (check all that apply):
Faculty____   Staff____   Students ___
Division/Department____   College X

Topic/Issue:
The establishment and maintenance of College Program Advisory Committees.

Background to Issue/Rationale for Policy or Procedure:
The College will establish Program Advisory Committees, representing the communities served by the College. The purpose for Program Advisory Committees is to ensure inclusion and involvement by students, faculty and the community, to comply with discipline specific regulatory requirements and to ensure that program and course offerings meet the needs and demands of business, industry and the community.

State/Federal Regulatory Requirements (cite if applicable):
All Program Advisory Committees will adhere to local, state or federal guidelines related to National Accreditation Standards in the discipline.

Policy Language:
Baltimore City Community College will establish Program Advisory Committees within appropriate divisions and departments within the College. BCCC is committed to offering programs that are relevant, educationally sound and that meet the workforce needs of business and industry. Towards this end, career programs will establish a Program Advisory Committee comprised of no less than nine members. The majority of members (5) **must** be external, experienced professionals currently working in the program area. Program Advisory Committees will meet a minimum of once during the Fall semester and once during the Spring semester.

Implementation Date: September 2007

Approved by the Board of Trustees: April 19, 2007

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Title of Procedures: College Program Advisory Committees
_____

Applies to (check all that apply):
Faculty____   Staff____   Students ___
Division/Department____   College X

Procedural Language:

Procedure for Establishing a Program Advisory Committee

A. Department Chair, Dean and Vice President must approve the decision to establish a Program Advisory Committee.

B. Once the above individuals have given their approval, solicit recommendations from the College community as to the membership of the Program Advisory Committee, using e-mail, and notices to adjunct faculty and others without access to e-mail. Program Advisory Committees will be comprised of no less than nine (9) members, five (5) of whom must be external, experienced professionals currently working in the program area. Additional members will be members of the community, or members as otherwise required by discipline specific accrediting bodies. In your notification, indicate:

   (1) the purpose of the Program Advisory Committee;
   (2) the proposed frequency and length of meetings;
   (3) whom to contact if one wishes to recommend someone for membership on the Program Advisory Committee; and
   (4) a request that staff members interested in serving first check with their supervisors before responding.

C. The proposed members must be approved by the department chair, division dean and academic vice president. After their approval, submit the proposed list of members and a draft **letter,** using the Program Advisory Committee template located on the N drive, inviting them to serve on the Program Advisory Committee to the Director of Articulation and Partnerships. The letter should be submitted via e-mail and should be drafted in the President's prescribed style.

D. The Director of Articulation and Partnerships will review the letter and return it to you by e-mail with any revisions, at which time you may print copies for each prospective member.

E. Bring the printed copies and a mailing envelope and a return envelope for each recipient to the President's Office for signature and mailing.

F. Once the prospective members have responded, the list of Program Advisory Committee members may be finalized and e-mailed to the Director of Articulation and Partnerships for inclusion in the list of Program Advisory Committees that exists on the network.

G. Program Advisory Committees will meet for a minimum of one time in the Spring semester and one time in the Fall semester. Meeting dates will be sent, in advance, to the Director of Articulation and Partnerships.

H. The Office of Articulation and Partnerships will provide financial support for light refreshments, parking at the Lockwood Garage for meetings held at the downtown location and other materials, as appropriate, for Program Advisory Committee meetings.

I. The agenda, attendance and minutes of the Program Advisory Committee meetings will be submitted by the Academic Chairperson and/or Division Dean to the Director of Articulation and Partnerships within two weeks after the meeting.

J. Upon the dissolution of a Program Advisory Committee, the coordinator should notify the Director of Articulation and Partnerships so that items that no longer need to remain on the network, such as the list of members, can be removed.

Implementation Date: September 2007

Originator/Division: Articulation and Partnerships – Academic Affairs