

3.30.1.1 Organization of A Program Advisory Committee Policy & Procedure

Vision: Central Lakes College inspires learning, advances innovation, and transforms lives.

Mission: We Build Futures

Values: Excellence, Innovation, Inclusion, Community

Four Main Goals that Support Our Mission:

- Goal 1: Achieve consistent enrollment growth and improved retention rates.
- Goal 2: Offer flexible, accessible programs and services that are responsive to the region's changing employment and educational needs and that foster successful transition to academic and career advancement.
- Goal 3: Serve as a recognized leader in the region for innovation in community and economic vitality.
- Goal 4: Achieve institutional effectiveness through improved planning and resource allocation linkages, assessment and continuous improvement, and enhanced communication.

PURPOSE AND FUNCTION

Advisory groups are crucial in strengthening Central Lakes College's academic and non-academic programs. Typically meeting twice per year, they serve to keep the College's work connected to the communities we serve, guide and strengthen existing programs, and influence the development of new initiatives. All such groups are considered to be advisory rather than governing. As such, these committees make recommendations on various topics through interaction with a responsible employee and the administration. In all cases, final decisions lie with the College. Topics that advisory committees may consider include, but are not limited to:

Program Structure: The committee provides valuable input to ensure the program structure meets the community's and workforce's needs, connects with other relevant programs, fosters key relationships to support the College, and leverages resources to advance the College's mission.

Curriculum Review: With rapidly changing technologies and workforce demands, the committee will review and recommend curriculum revisions to ensure the program remains relevant, responsive, and focused on student success.

Equipment, Facilities, and Resources Review: Adequate equipment and facilities are critical to an effective program. Advisory committees recommend the equipment

and facilities to provide students with an optimal learning environment. Committees should also assist instructional personnel in locating sources of donated or low-cost supplies and equipment.

Student Success: Ensuring equitable access and success in all programs is crucial to the College's mission and Minnesota State's Equity 2030 strategic framework. Committees will be tasked with reviewing data and contributing to strategies that strengthen programs by enhancing access and success for all student groups.

Student Recruitment and Placement: Committees play a crucial role in both recruitment and placement. Committee members help establish critical partnerships and assist in placing students in internships and post-completion positions.

Faculty and Staff Development: Faculty and staff development is crucial for promoting growth, maintaining currency, and ensuring the program has the intended impact. Therefore, the committee is tasked with keeping responsible employees and administration informed of seminars and training programs that would benefit both the program and the College.

RESPONSIBLE COLLEGE EMPLOYEE

Advisory committees are established by a responsible CLC employee appointed by the College. For academic programs, this will be a faculty member. In a non-academic program or initiative, an employee of any classification can fill this role. This employee will work with the appropriate administrator to seek counsel on specific topics, work directly with the committee chair, and ensure that committee recommendations are fully considered and, as applicable, executed.

SIZE AND STRUCTURE OF AN ADVISORY COMMITTEE

The committee size may vary, but typically ranges from five to 15 members, which is generally sufficient for most programs. Membership should be large enough to represent the industry's and communities' diversity. The program faculty and supervising administrator will work with the committee to determine who should be invited to join; the administrator will consider all proposed changes to the membership. The selection of its members should be based on specialized expertise and knowledge, and on broad representation of the communities served by the College.

Members shall be selected and appointed to represent a cross-section of the program's community, business, industry, and faculty. Considerations for selecting program advisory members include, but are not limited to:

1. Employers of graduates
2. Key community partners and supporters
3. Program graduates
4. Industry representatives and potential employers
5. High school instructors or counselors
6. Faculty from related programs
7. Current students from related programs

TERMS OF MEMBERSHIP

The terms should be long enough for members to become familiar with the committee's purposes and potential. Still, they should be limited enough to allow the introduction of new members to the program and the College. The most common organization is a three-year service rotation,

with one-third of the members replaced each year. Sometimes, a member may be asked to serve for a longer period due to their unique knowledge and expertise.

THE CHAIRPERSON

At the first meeting each year, the committee will elect a chairperson from its membership. This person should not be a CLC employee. The chairperson will then work with the responsible employee to schedule and preside over meetings, ensuring that minutes are taken and archived with the responsible faculty or staff member.

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