

- I. Pellissippi State Community College will maintain an active advisory committee for each of its career/technical programs. The purpose of the advisory committees is as follows:
 - A. To assist with assessing occupational needs in order to keep Pellissippi State informed of changes.
 - B. To review program curricula, equipment, and facilities and recommend program changes.
 - C. To work closely with faculty/staff to provide information about employment opportunities for students.
 - D. To serve as a link to the community to foster public relations with business/industry and the general public.

Each advisory committee will meet at least twice a year. Special meetings may be called by the chairperson of the advisory committee or the academic department dean responsible for the program. In addition to members of the advisory committee, the following should attend meetings: faculty representatives from the program, program coordinator, and the academic department dean.

Serious consideration will be given by the administration to advice and recommendations of the committee. However, it will be the policy of Pellissippi State to use the committee in an advisory capacity. While free exchange of information between faculty/staff and the committee is needed and desired, responsibility for administration and operation of programs remains a function of the College.

II. Procedures for Advisory Committees

A. Appointments to Committees

The Academic Department Dean of the program, after consultation with the program coordinator, will submit recommendations for membership to the Vice President of Learning for review. Prime considerations for appointments to the committee will include:

1. technical specialty
2. minority representation
3. position held in business/industry

Appointments to committees will be made by the President at the start of the academic year. During the spring semester, the academic department dean and the program coordinator will review the membership of the committee to determine who will be recommended for re-appointment. Committee members should serve terms no longer than five consecutive academic years.

B. Meetings

The respective program coordinator will be responsible for developing an agenda and holding at least two meetings per year. At least one meeting each year will be held on campus. The program coordinator will be responsible for compiling and distributing the agenda and materials at least two weeks in advance of the meeting. In addition to the members of the committee, the following should receive notification of the meetings: President, Vice President of Learning, Academic department deans, and Director of Placement.

C. Minutes of Meetings

The program coordinator (or designee) will be responsible for taking minutes of all meetings and distributing copies within ten (10) working days to all members of the committee, the President, the Vice President of Learning, and the Director of Placement. The official copy of the minutes will be kept on file in the academic department dean's office.

Approved: Executive Council, March 4, 1991

Executive Council, June 27, 1994

Editorial Changes, April 19, 1993, July 11, 1994

Approved: President Allen G. Edwards, September 9, 1997

Approved: President Allen G. Edwards, April 19, 2004

Editorial Changes, July 2008

Reviewed/Recommended: President's Staff, May 4, 2009

Approved: President Allen G. Edwards, May 4, 2009

Editorial Changes: July 1, 2009