

I. Purpose

This policy establishes the function, structure, and guidelines for advisory boards for the College's career-technical programs.

II. Function

Pellissippi State Community College will maintain an active advisory board for each of its career/technical programs. The role of the advisory boards is as follows:

- A. To assist with assessing occupational trends in order to keep Pellissippi State informed of opportunities for new programs to meet workforce needs.
- B. To review program curricula, equipment, and facilities and recommend program changes to ensure alignment with industry needs.
- 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.

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

III. Structure of Advisory Boards

A. Appointments to the board

The academic department dean of the program, after consultation with the program coordinator, will submit recommendations for membership to the chief academic officer for review. Prime considerations for appointments to the board will include:

- 1. technical specialty
- 2. minority representation
- 3. position held in business/industry
- 4. alumnus of the program

Appointments to boards will be made annually 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 board to determine who will be recommended for reappointment.

B. Leadership

Board members are eligible for the position of Board Chair after one year of service. At the end of the academic year, the membership recommends a chair to the president of the College on the basis of election results. Board chairs may serve, as recommended by the board and approved by the president, for two consecutive academic years.

IV. Guidelines and Procedures

A. Meetings

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

The respective program coordinator and advisory board chair will work together to establish meeting times, dates, and locations. For each meeting, the program coordinator, in consultation with the chair, will be responsible for developing and distributing the agenda and materials. In addition to the members of the committee, the following should receive notification of the meetings: College president, chief academic officer, academic department deans, and director of Career Services.

B. Minutes of Meetings

The program coordinator (or designee) will be responsible for taking minutes of all meetings and distributing copies within ten working days to all members of the committee, the president, the chief academic officer, and the director of Career Services. The official copy of the minutes will be kept on file in the academic department dean's office.

C. End-of-Year Reports

Academic deans will provide summary reports to the president and chief academic officer at the end of the spring semester. The report should include a summary of the board's activities, an evaluation of the board's operations and status of accomplishing the year's goals, and suggestions on membership and goals for the following academic year.

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

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Approved: President L. Anthony Wise, Jr., December 2, 2019