



Policy/Standard Name: Establishment of External Advisory Committees

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Authority:

Units responsible for review and update: Academic Standards and Practices

Approval: District President

Responsibility: Vice President for Academic and Student Affairs

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Establishment of External Advisory Committees

State regulations require advisory committees to assist in the development of career technical education programs.* Advisory Committees provide current business, industry, labor and professional support and advice to existing programs. The Advisory Committee and the staff of the corresponding career technical education program are to work together to ensure that the program addresses current business, industry, labor and/or professional employment needs. Many Subject Area Committees have benefitted from high school participation.

Advisory Committees for programs other than career technical education programs may be developed with the approval of the Vice President for Academic and Student Affairs.

An ad hoc Advisory Committee shall be established when a career technical education program is under consideration by the College. Membership will be formed according to the [Advisory Committee Guidelines](#) published by the College.

When the program application has been submitted and full state approval for the program granted, a permanent Advisory Committee shall be established using the [Advisory Committee Guidelines](#).

Advisory committee membership and meeting minutes shall be recorded with the office of the Vice President for Academic and Student Affairs.

*Includes occupational preparatory and occupational supplementary courses and/or programs.