Procedures 3.30.1 College Program Advisory Committees

Part 1. Purpose
To establish consistent standards, processes, and conditions for the creation and operation of college program advisory committees.

Part 2. Definitions

  College
  A community college, technical college, or community and technical college.

  College program advisory committee
  A formally organized committee that provides expert advice and assistance to college professional-technical programs.

Part 3. College Program Advisory Committee Procedure
Each college shall adopt a program advisory committee procedure that addresses the following topics:

  • Purpose
  • Membership, including students appointed in accordance with Board Policy 2.3, size, roles, requisite knowledge and skills, and terms
  • Structure and governance
  • Meeting schedule
  • Work plan and priorities
  • Communications
  • Collaboration
  • Career and transfer pathways
  • Recommendations and documentation
  • Evaluation

Part 4. Oversight and Accountability.

Subpart A. Public accountability
Program advisory committee procedure, work plans, membership, and meeting minutes must be made available upon request.
Subpart B. Evaluation

Each college shall regularly evaluate its program advisory committees and use the information for continuous improvement.

Approval Date: 03/25/2010
Effective Date: 07/01/2010
Date of Last Review: 03/16/2016

Date and Subject of Amendments:
02/16/16. Applied new writing and formatting standards, deleted or replaced obsolete language, added “Career and transfer pathways” to Part 3, and deleted Part 4, Subpart 3, Reporting.
### Sample “reverse” side of transcript

#### History

**Grading System** (A=4, B=3, etc)/
Method GPA Calculation/
Institution Policy on recording all courses attempted/
Institutional policy on withdrawals, transfer credits, incompletes, repeated courses, academic forgiveness

#### Accreditation

#### Academic Calendar/Enrollment Terms (start, end date or length of term)/**Unit of credit** (semester, quarter, or other)

#### Course Numbering

#### Transcript Symbols

#### Honors

#### Miscellaneous Information

#### ADA Statement or Authenticity

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**State College and University Name**
Address City State Zip
Telephone Numbers URL of Institution
FICE No. XXXXX
A Member of the Minnesota State Colleges and Universities System

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**Appendix A, see Procedure, Part 2**

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**Authenticity/FERPA Section**

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**Date Revised**