



## ***Administrative Policy***

<b>Policy Title:</b>	Advisory Committees		
<b>Policy Category:</b>	Academic		
<b>Related Procedure(s)/ Guideline(s):</b>			
<b>Policy Owner:</b>	President		
<b>Date Approved:</b>	3/26/07		
<b>Review Dates:</b>	7/22/25	<b>Revision Dates:</b>	
<b>Policy Scope:</b>	Stakeholders		
<b>Policy Statement:</b>	<p>Advisory committees assist the college in developing and implementing appropriate programs and services for our constituents. Whether a program, ad hoc or special advisory committee, members shall be appointed based on their expertise. During the appointment process consideration will be given to racial and gender diversity and geographic location. Program advisory committees will have a balanced representation of both employers and employees.</p> <p>Advisory committees provide guidance, advice, and recommendations to the college in areas such as program and service development, curriculum content and structure, program and service evaluation, instructional delivery, professional development, equipment and other major investments, student recruitment and retention and marketing.</p> <p>Advisory committees do not make ultimate programmatic or service decisions, establish college policy or supersede the legal responsibility of the college's Board of Directors. Advisory committee recommendations are reviewed by the administration and/or Board for consideration, feasibility, and decision-making.</p> <p>The following shall serve as administrative policy direction:</p> <ul style="list-style-type: none"> <li>• Members are to be appointed on staggered terms to provide for rotational membership. Consecutive term</li> </ul>		

	<p>appointments can be made. Appointment letters will come from the President.</p> <ul style="list-style-type: none"><li>• A current list of members for each advisory committee will be maintained, including the member's name, place of employment and contact information.</li><li>• Meetings will be scheduled under the direction of the appropriate supervisor.</li><li>• Agendas and minutes of each advisory committee meeting will be maintained.</li><li>• Advisory committee members shall be provided a Southwest Wisconsin Technical College <i>Advisory Committee Handbook</i>.</li></ul>
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