Advisory Committees	**2-017** **ACADEMIC AFFAIRS** **December 2013**

PURPOSE

1.01   The purpose of an advisory committee is to assure excellence in the workforce preparation programs offered by OSU Institute of Technology (OSUIT). To achieve this purpose the committee must be actively and continually involved in all facets of a program of study. Effective advisory committees are to:

A. validate the institution's mission, vision, and position on a continual basis;

B. review programs of study and recommend improvements that better prepare graduates to meet their career goals and the workforce needs of employers;

C. evaluate educational facilities and recommend improvements which enhance faculty facilitation of student learning;

D. assist as appropriate in the assessment of faculty competence and recommend ways to improve their technical currency and professional growth;

E. provide paid and/or supervised internship or clinical experiences for students;

F. assist in the identification of employment opportunities for graduates;

G. periodically participate in the orientation of faculty, staff, and students regarding the emerging workforce needs of employers;

H. support program-specific and institution accreditation; and

I. assist in maintaining a positive liaison among employers, students, graduates, institutional governance members, business and industry personnel, and others.

POLICY

2.01   Academic divisions or programs will establish and maintain an Advisory Committee with membership reflective of the industry represented.

2.02   Only by exception by the office of the Vice President of Academic Affairs will an advisory committee have fewer than 12 members.

2.03   Each program advisory committee is expected to meet in a regular session two times each academic year.

2.04   A regular meeting shall begin at a time appropriate to the needs of the division or program and the advisory committee members and adjourn when all business on the agenda has been completed (committees may choose to break for lunch and reconvene).

2.05   The committee chair is a member of the advisory committee and is expected to prepare the agenda for each meeting with the assistance of the program's Division Chair or Assistant Division Chair. The agenda items are primarily solution-driven and devote minimal time to information sharing.

PROCEDURES

3.01   The Division Chair or Assistant Division Chair and Committee Chair will carefully plan the meeting in advance. The portion of the meeting focused on information sharing can be handled in a large group setting. Small group work sessions should be considered for the portion of the meeting focused on solutions to specific issues. Each small group work session should have a facilitator who is well briefed on the discussion topic in advance. Small group work sessions should be given sufficient to develop solutions. Each small group facilitator should report the recommended outcomes of the session to the committee as a whole. Only the committee will act on the disposition of the recommendations.

3.02   The agenda, along with discussion materials, are distributed to each committee member at least five days in advance of the meeting.

3.03   Most meetings are held on the OSUIT campus; an occasional off-campus meeting is acceptable with justification.

3.04   The students in a program of study will participate, to the extent appropriate, in one meeting per academic year.

3.05   Academic divisions are requested to contact the Office of Academic Affairs for available dates on the Master Advisory Committee Calendar, and attempt to schedule all meetings at least six months in advance.

3.06   Minutes should be generated and distributed to all members within two weeks following the meeting. The minutes consist of two parts: the first is boilerplate information such as date, time, location, members present, guests, etc.; the second part is a synthesis of each major agenda item.

3.07   Recommendations are clearly and concisely stated as action items, enumerated with timelines and responsibilities, and are the initial agenda items for the next meeting.

Recommendation	Responsible	Timeline
#1.		
#2.		

3.08   The status of each recommendation is provided to the committee. Choices include (1) was implemented with these results, (2) is in process and will be completed by a certain date, or (3) is not implemented for the stated reasons.

Action Item	Implement/Results	In Process	Not Implemented
#1			
#2			

3.09   Productive and consequential student involvement with advisory committees must be carefully planned and structured in advance of the meeting. That is, student involvement is handled as an integral part of the students' academic learning experience. The Chair, along with the Division Chair or Assistant Division Chair, will plan for student involvement in a meeting. The Division Chair or Assistant Division Chair and faculty will prepare the students to participate in a meaningful fashion several days in advance of the meeting.

3.10   Advisory committee member candidates are recommended to the Vice President of Academic Affairs by the Division Chair of the academic division. The Vice President of Academic Affairs invites selected members to serve three-year appointments as advisory committee members. With the agreement of all concerned, advisory committee members may be successively re-appointed.

3.11   An advisory committee member may resign a committee appointment by notifying the Division Chair or Assistant Division Chair in writing. Members who do not attend (or designate an alternate representative) for three consecutive meetings may be removed from the committee at the recommendation by both the Committee Chair and Division Chair.

3.12   Each advisory committee shall have a designated chairperson and chairperson-elect. The committee elects the chairperson-elect for a one-year term. At the end of the term, the chairperson-elect becomes the designated chairperson. However, the appointment terms of the chairperson-elect and designated chairperson may be extended by a vote of the committee.

3.13   Each fall semester, names and contact information for each programs' advisory committee membership will be submitted to the office of the Vice President of Academic Affairs.

3.14   For on campus meetings, lunch should be planned as early as possible including campus location, headcount, and menu. Specific menus are pre-approved as cost appropriate through the Student Union Cafeteria. On occasion, lunch advisory functions may be held in the State Room or Tech Room.