

SRTC Procedure: Advisory Committee Function, Membership, and Meetings

Introduction

The Technical College System of Georgia provides and maintains a set of General Program Standards that provides the general purpose and function of each instructional program advisory committee. The General Program Standard is referenced and a link is provided on State Board of the Technical College System of Georgia (SBTCSG) Policy 5.1.2: General Program and Program Specific Standards.

Advisory Committee Function

According to the General Program Standards 02-08-01, a program advisory committee provides expert support for each degree/diploma/selected certificate program. A program advisory committee is established to promote interaction between the program and the businesses and industries served by the program. Faculty use the expertise of the advisory committee to improve program content and operation by discussing the specific program content and operation as outlined in the General Program Standards.

Advisory Committee Membership

The membership of each program advisory committee is representative of the community and employment market served by the program. The program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program. Membership rosters are updated each summer semester and as needed. All membership changes are approved by the Dean(s) for Academic Affairs or the Vice President for Academic Affairs. At least three members external to the College serve on the advisory committee.

Advisory Committee Meetings

Program advisory committee meetings have a planned program of work. Regularly scheduled advisory committee meetings focus on planning, developing, implementing, and evaluating degree/diploma/certificate programs. Annually, each program advisory committee must meet a minimum of two times per fiscal year, in the fall and in the spring. One of these meetings may be electronic in nature. Each meeting must have at least three members who are external to the College present.

All advisory committee documentation (agenda, minutes, program of work, membership rosters, etc) are recorded and maintained electronically in the College's advisory committee database.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 5.1.2: General Program and Program Specific Standards \(02-08-01, 02-08-02, and 02-08-03\)](#)

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