

**CLOVER PARK TECHNICAL COLLEGE
POLICY & PROCEDURE**

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CHAPTER	SECTION	TITLE	HISTORY:	
4	5	ADVISORY COMMITTEES	Adopted: 1992	Revised: 2000

POLICY

The college shall maintain program advisory committees for approved career training programs. The primary purpose for advisory committees is to serve as advisers to the college, providing advocacy, curriculum recommendations, and support for quality professional-technical education programs. Advisory committees have no administrative or legislative authority. The college shall develop and publish advisory committee procedures.

PROCEDURE

College advisory committees –

- Allow for regional cooperation, meet a minimum of twice each calendar year; and provide advisory meeting minutes that are maintained for a minimum of three years.
- Require membership that strives to ensure representation of gender and cultural diversity and include equal representation of business and labor, with the committee chair elected from the lay members.
- Define a formal committee member appointment process, involving college administration that sets term limits with allowable exceptions.
- Require training of all members prior to serving as voting members, including familiarization with Washington Ethics Law as it pertains to involvement with the college. The committee should be clear on how it will carry out its functions over the course of the year, and a plan of work identified.
- Provide a list of duties essential for proper functioning of the committee providing for timely feedback to the committee on their recommendations.
- Describe realistic enterprise plans.
- Maintain an inventory including all information requested on form SBCTC PA-ADV of the membership of each advisory committee. This inventory shall be updated annually.
- Members not attending at least fifty (50) percent of the scheduled meetings should be replaced to maintain a viable committee.

Suggested duties include:

- Making curriculum recommendations based on labor market demand; identified skills standards where appropriate; changing technologies and market conditions; balance of theory, technical skill development, production and realistic enterprise tasks; and review of instructional materials.
- Assisting the college in conducting special events that benefit both the student and the college; i.e. manufacturing, product seminars, and college open house.

- Advise college as to the adequacy of physical facilities and conditions of equipment.
- Assist the college in obtaining instructional equipment.