Title:	Program Advisory Committee Policy
Effective Date:	08/01/2021
Last Revision Date:	N/A
Office:	Academic Affairs

Program Advisory Committee Policy

Purpose

The Program Advisory Committee Policy aims provide structure and consistency across advisory committees that consist of external stakeholders to guide continued development and improvement of each program of study at the college.

Scope and Applicability

This policy applies to institutional requirements for Program Advisory Committees for each credit-bearing program of study at NTCC. This policy establishes two categories of Program Advisory Committees: Occupational Advisory Committees and Transfer Advisory Committees. Programs may have additional requirements for engagement with external stakeholders that are expected to be incorporated into program advisory committees from programmatic accreditors or state/regional boards that are not covered under this policy but should be addressed by each program to maintain good standing.

Program Advisory Committees Categories

The following categories of Program Advisory Committees are established via this policy to address differing requirements by program type:

A. **Occupational Advisory Committees (OAC):** Programs of study with an occupational focus that are not primarily designed for transfer to a university are required to comply with the Occupational Advisory Committee portion of this policy.

B. **Transfer Advisory Committees (TAC):** Programs of study that are specifically designed to facilitate transfer to a university are required to comply with the Transfer Advisory Committee portion of this policy.

Occupational Advisory Committee Requirements

As part of the Program Advisory Committee Policy, programs of study with an occupational focus that

are not primarily designed for transfer to a university are required to comply with the Occupational Advisory Committee (OAC) portion of this policy. The purpose of an OAC is engage relevant external stakeholders to guide continued development and improvement of each program of study at the college to ensure a strong connection between curriculum and business/industry. Requirements for OACs are as follows:

A. *Committee Criteria:* An OAC must be established for each program of study offered at each site/campus. With appropriate Associate Provost approval, site-level OACs may host required meetings collaboratively and consecutively (if programmatic accreditation and state board requirements allow)

B. *Membership:* OACs must include a minimum of three external members (non-NTCC or LCTCS full-time employees) that must be approved on an official OAC roster by the appropriate Associate Provost. External members should be considered a related business/industry partner and/or community stakeholder (such as consumer representation) with a regional presence.

C. *Meeting Frequency:* At minimum, each OAC should meet, in person, once per academic year Some programs may be required to meet twice (or more) per year, based on based on programmatic accreditation, state board, and other external expectations. Meeting schedules should be developed in consultation with the designated Associate Provost.

D. *Agenda:* At minimum, the agenda for each meeting should cover the following items:

   a. *Business and Industry Update*: Should allow for updates from each committee member related to trends and changes in the field related to the program of study (such as new technologies) and should also include a report of hiring salaries and vacancy outlook.

   b. *Curriculum Review:* Should discuss, as applicable, topics such as: Admissions Requirements; Program Content; Program Length; Delivery Modes offered; Program Equipment and Materials

   c. *Program Review:* Should discuss, as applicable, topics such as: Program Assessment Plan results; Program Health Index results; Student Evaluation

   d. *Action Items & Action Report* (Industry Prompted Action Items): Should include action items requested of the Program of Study from the OAC and a report on progress related to action items established that the previous OAC meeting.

   Note: Certain programs may have additional requirements based on programmatic accreditation, state board, and other external expectations. Meeting agendas should be developed in consultation with the designated Associate Provost.

E. *Meeting Minutes:* Upon the conclusion of each meeting, meeting minutes should be compiled that includes a summary of discussion within each agenda item. Minutes should document meeting

attendance and include an approved OAC member roster.

F. *Reporting and Documentation:* By the end of each semester, a copy of the agenda and meeting minutes will be sent to the appropriate Campus Dean, Associate Provost and also the Director of Accreditation and Reporting.

Transfer Advisory Committee Requirements

As part of the Program Advisory Committee Policy, programs of study that are specifically designed to facilitate transfer to a university are required to comply with the Transfer Advisory Committee (TAC) portion of this policy. The purpose of the TAC is to engage relevant external stakeholders to guide continued development and improvement of each transfer program of study at the college to ensure a strong connection between curriculum and university expectations. The TAC should also review and maintain transfer articulation agreements with university/college partners. Requirements for TACs are as follows:

A. *Committee Criteria:* A single TAC committee shall be established to provide advisement for all transfer-focused programs of study offered throughout the college.

B. *Membership:* the TAC must include a minimum of three external members (non-NTCC or LCTCS full-time employees) that must be approved on an official roster by the appropriate Associate Provost.

C. *Meeting Frequency:* At minimum, the TAC should meet once per academic year.

D. *Agenda:* At minimum, the agenda for each meeting should cover the following items:

   a. *Transfer Program Update:* Should allow for updates from each committee member related to trends and changes in higher education as related to student transfer.

   b. *Curriculum Review:* Should include a discussion on the following topics, as applicable: Admissions Requirements; Program Content; Program Length; Delivery Modes offered; Transfer Articulation Agreements

   c. *Program Review*: Should discuss, as applicable, topics such as: Program Assessment Plan results; Program Health Index results; Student Evaluations

   d. *Action Items & Action Report* (Committee Prompted Action Items): Should include action items requested from the TAC and a report on progress related to action items established that the previous TAC meeting.

E. *Meeting Minutes:* Upon the conclusion of each meeting, meeting minutes should be compiled that includes a summary of discussion within each agenda item. Minutes should document meeting attendance and include an approved TAC member roster.

F. ***Reporting and Documentation:*** By the end of each semester, a copy of the agenda and meeting minutes will be sent to the appropriate Associate Provost and also the Director of Accreditation and Reporting.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	04/23/2021	08/01/2021
X	College Leadership Committee	04/23/2021	08/01/2021
X	Academic Affairs Committee	04/16/2021	08/01/2021

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