

College Relations Series—7000

ADVISORY COMMITTEES

- Executive Secretary:
(Employee)** 1. Identifies prospective advisory committee member and recommends the member to the **director** for the related program.
- Director:** 1. Assures representation for the program area, using guidelines in Advisory Committee Handbook, and forwards recommendation to vice president-academic services.
- Vice President-
Academic Services:** 1. Recommends three-year appointment of prospective advisory committee member to the **president** and **Board of Education**.
- Board of Education:** 1. Formally approves advisory committee members for respective advisory committees.
- President and Vice
President/Chief
Academic Officer:** 1. Send letter of appointment to advisory committee members.
- Executive Secretary
(Employee):** 1. Conducts all committee activities within parameters set forth in the Advisory Committee Handbook.
- Director:** 1. Processes program recommendations and/or action received from advisory committee.

June 25, 1985
Adopted College Council
June 7, 2006
Revised