



Hennepin Technical College™

Chapter 3: Educational Policies

Advisory Committees

Adoption: 6/14/05
Revised: 4/27/22
Last Reviewed: 11/7/22(AASC)
President Approved: 11/28/22
Next Review Date: 11/16/27
Authority: [MinnState Board Policy 3.30](#)
Custodian of Policy: VP of Academic and Student Affairs

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PROCEDURE

Purpose

Advisory committees are essential to initiate new technical programs as well as to guide, strengthen, and improve existing programs. Program advisory committees will establish routines to evaluate technical programs to ensure that the curriculum is kept current with industry's changing demands for new skills and knowledge. To achieve this objective, advisory committees must include individuals who are active and knowledgeable in their related fields.

Membership

Hennepin Technical College faculty and administration may invite candidates to participate in the program advisory committee process. HTC faculty will review and update committee membership each year to ensure a broad-based representation of the industry. Members not in compliance with membership guidelines will be contacted and removed from the committee.

Each committee shall be composed of individuals from a cross section of jobs within the occupational area. This cross section shall be representative of management, labor, large firms, small firms, labor organizations, suppliers, support services, students, and professional associations within the occupation. The committee shall also be representative of the geographic area of Hennepin Technical College or a larger area if the program has more than a local service area. Membership should reflect the diversity of the community and industries represented. All full-time unlimited faculty shall participate with the committee.

Structure and Governance

Advisory committees make recommendations and suggestions. The authority for establishing requirements in respect to college affairs rests legally with HTC acting in conformity with federal, state and local laws, and MinnState and HTC policies.

Program advisory committees should understand that its purpose primarily is to provide feedback and make training recommendations and suggestions for improvement to HTC, which has the vested authority to act on them. All recommendations will be reviewed by faculty and administration to determine appropriate action.

Program advisory committees should be aware that at times the college cannot adopt the recommendations of the committee due to financial restrictions, physical building limitations, and other difficulties. If at any time an advisory committee feels it has not received adequate consideration, the committee chairperson may request a meeting with faculty and administration to resolve the issue. Final action on committee recommendations remains with the administration of HTC.

The primary function of an advisory committee shall be to make recommendations regarding



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course content and occupational outcomes. In addition, the committee shall make recommendations for all aspects of the occupational program. The committee shall not legislate action or become involved with program administration. Please see the [Advisory Handbook](#) for a list of the committees' roles and responsibilities.

Organization

The program advisory committee shall elect from its membership a chairperson. The committee chairperson may appoint subcommittees as necessary to facilitate committee business. A college designee will be present at each meeting to take the minutes.

The chairperson's term of office shall be one year. Elections are held annually and chairpersons may serve more than one term.

Officially appointed members shall measure consensus by a vote or other means. HTC faculty and staff shall be non-voting members. Members representing state or local educational agencies serve as non-voting members of the committee.

There will be a minimum of two meetings of each advisory committee during each year. Additional meetings may be called by the chairperson at the request of the College faculty or an advisory member. All written committee correspondence will be distributed by the advisory committee clerical person. Meetings may be held on or off campus with industrial and business tours encouraged as appropriate.

A current advisory committee member list and copies of all agendas and past meeting minutes are kept on record at the College. A record of all committees and committee action will be available upon request to the Board of Trustees of the Minnesota State Colleges and Universities system.

All advisory committee meetings are covered by the Minnesota Open Meeting Law and are open to the public. The notices, agenda, and all materials to be discussed at the meeting will be in the members' possession prior to the meeting. It will be the responsibility of the advisory committee member to notify the Dean's office by email or phone of meeting attendance plans. The Dean's office will notify program faculty of members' response to meeting notice prior to meeting date.

All advisory committee and subcommittee meetings must have written minutes. These minutes will be distributed by the Dean's office with the agenda for the next meeting where they will be approved by the committee.

The Advisory Committee processes shall be evaluated to ensure alignment with the College's mission and continuous quality improvement.