



Hennepin Technical College™

Chapter 3: Educational Policies

Advisory Committees

Adoption: 6/14/05
Revised: 5/13/15
Last Reviewed: 5/13/15 (AASC)
President Approved: 5/15/15
Next Review Date: 5/15/20
Authority: [MnSCU 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 be composed of individuals who are active and knowledgeable in their occupations.

Membership

Hennepin Technical College faculty and administration may invite candidates to participate in the program advisory committee process. Committee membership will be reviewed and updated each year to ensure a broad-based representation of the industry and to ensure that membership guidelines are followed. All members will be contacted by program faculty to determine continued membership. Members not in regular attendance 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, and support services, 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.

The appointed membership of a committee will strive to have a minimum of six (6) non-college members including employers, technicians, human resource directors, vendors, and at least one current student. All full-time unlimited faculty shall participate with the committee. All recommendations for advisory members shall be submitted to the Dean's office.

HTC faculty will submit new member information on the Data Sheet for New Advisory Committee Members.

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 MnSCU 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



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vested authority to act on them. All recommendations will be reviewed by faculty and administration and an appropriate reply will be given to the committee.

Program advisory committees should be aware that at times the college cannot adopt in full or sometimes even, in part, the recommendations of the committee. Financial restrictions, physical building limitations, and other difficulties may limit adoption of recommendations. 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 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. These functions shall include but not necessarily be limited to the following:

- Review and suggest curriculum changes to stay current with industry needs
- Review and suggest training for industry upgrading
- Review and critique course outlines
- Forecast trends affecting training and development
- Assist in occupational and employment needs survey
- Assist in the development of appropriate occupational information
- Assist in determining criteria for evaluation of student performance
- Evaluate the program's facility and equipment annually
- Review and recommend the three year equipment plan and purchases
- Advise and assist in securing equipment and supplies from industry
- Assist in facility planning for programmatic changes
- Support student employment opportunities related to their field of study
- Assist in the development and promotion of student internship programs
- Interpret the programs to the community, labor, and employees
- Provide evidence that the industry supports the program
- Review program accomplishments
- Help determine qualifications needed for selecting instructors
- Provide legislative support
- Pledge consistent meeting attendance and support

Organization

The program advisory committee shall elect from its membership a chairperson, a vice-chairperson and other officers as it deems necessary. The College employee designated responsible for each



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program advisory committee process shall be the secretary. The committee chairperson may appoint subcommittees as necessary to facilitate committee business.

The chairperson and vice chairperson's term of office shall be one year. Officers may serve more than one term.

Officially appointed members shall measure consensus by a vote or other means. HTC faculty shall be non-voting, ex-officio members. Members representing state or local educational agencies serve as ex-officio, 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 will be on record in the Dean's office. A record of all committees and committee action will be available to the Board of Trustees of the Minnesota State Colleges and Universities system by July 1 of each year.

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

The Dean's office will notify program faculty of members' response to meeting notice four days 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.