

ADVISORY BOARDS

Academic programs offered at UAC are an integral part of the communities and industries of our service area. All academic programs must be relevant and responsive to the needs of the marketplace by providing a well-prepared workforce. The businesses and industries that employ UAC graduates serve alongside the College staff, faculty, and administrators to provide guidance and support for these programs. Effective program advisory boards serve as a key element in accomplishing the desired outcomes. Advisory boards should be comprised of individuals who are active and knowledgeable in their fields and can work with the institution to assess the current state of programs, identify gaps, and work to obtain necessary resources to meet the changing needs of our employer and/or transfer partners. Academic Affairs is ultimately responsible for the implementation and communication of the Program Advisory Board operating procedure with assistance from the Workforce Development.

An Advisory Board is a group of selected employers from relevant fields of business and industry to provide input on curriculum, competency, employment, and skills requirements.

Secondary schools and universities also serve in an advisory capacity as appropriate. Secondary schools partner through concurrent enrollment and cooperative programs. Similarly, programs seeking transfer articulations with baccalaureate programs should include one or more representatives from the universities involved. These members assist in the identification and resolution of articulation and/or accreditation issues that may affect applicable programs.

Advisory Board Meetings should occur at least annually, to gather professional industry stakeholders to review program production, curriculum, and effectiveness in achieving mutually established objectives for the program

Responsibilities of the College Representative, an ex-officio member of the committee:

- Preparing the agenda in consultation with the committee chairperson or other members and arranging for a meeting place.
- Notifying members of the time and place of meeting.
- Arranging representation at the meeting
- Arranging for appropriate hospitality.
- Providing statistical or descriptive information about the educational process.
- Preparing minutes of all meetings and submitting copies to members and other appropriate individuals.

HLC Criterion: 1D.3; 3A

Policy History:

March 2, 2020
