



Academic Program Advisory Boards Campus Procedure 610.0 Academic Affairs

I. Purpose and Scope

UACCB is committed to student success and academic excellence and understands the value and significance of involving outside resources from specific occupations in the development, delivery and promotion of its credit and noncredit programs through advisory boards. To ensure that programs provide relevant and current curriculum, advisory boards will be implemented to provide guidance and knowledge in program and curriculum development, assessment, and career opportunities for graduates.

II. Definitions

An **advisory board** is a representative group of individuals whose knowledge and abilities represent a cross section of a specific professional area who will assist faculty in program evaluation, development, and assessment.

Advisory board meetings shall occur per academic year to evaluate programs, enrollments, course development and industry needs.

III. Procedure

Membership

Board members should consist of 4 to 9 individuals from appropriate occupational fields and be selected by the Dean/Program Director/Instructor. Advisory board members will serve two-year terms with the option of serving additional terms based on his/her interest and involvement.

A chairperson will be elected by the board and represent the respective industry.

The advisory board is non-voting and does not engage in decision making related to program personnel, budget, or internal policy-development within the institution.

Advisory Board Meetings

In an effort to maintain the most current program curriculum, each Advisory Board must meet a minimum of once per year. This meeting shall take place in the spring semester and be scheduled by the Academic Dean, Program Director/Instructor, and the Vice Chancellor for Academic Affairs. Meeting locations shall be determined by the Vice Chancellor for Academic Affairs and the Academic Dean. The Director of Industry and Community Partnerships will also be included in the scheduling of each advisory board meeting.

All meetings should be well organized and encourage open participation from Advisory Board members. Members should receive the agenda a minimum of two weeks in advance of the meeting. Minutes of the last meeting and any additional materials which require the review of Advisory Board Members shall be provided with the agenda.

Minutes

All meetings should be documented and archived. The minutes of each Advisory Board meeting shall be submitted to the Academic Dean by the Program Director/Instructor no later than five (5) business days following the meeting. The Academic Dean will forward the minutes to the Vice Chancellor for Academic Affairs for final approval.

Agenda

Agenda items will include, at minimum, introductions, a general program update (new faculty, enrollments, course and program development, outcomes and assessments), industry needs, and discussion topics to allow for participation and feedback from members.



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Agenda Template

- Welcome and Introductions
- Approval of minutes from the previous meeting
- Program Updates
 - Program review
 - Curriculum updates
 - Program and course outcomes (are these SLO's here?)
 - Program enrollment numbers
- New Business
 - Industry needs
 - Employment opportunities
 - Program needs (revisions, additions, curriculum changes, etc.)
- Discussion/Roundtable
- Adjournment

IV. Related Information

Formal Meeting invitations will be sent no less than two months prior to the meeting date from the respective Dean's office via email, and the Vice Chancellor's office via hard copy with a request to RSVP.

V. Revision History

Effective Date: October 9, 2024

Revision Date: November 20, 2024