ASUN Operating Procedure – 2006

Operating Procedure Synopsis

Title: Program Advisory Boards
Approval Date/Revision Date(s): 9/2019
Review Date(s): 9/2020
Executive Cabinet Liaison: Vice Chancellor for Academic Affairs
Responsible Operating Procedure Manager: Vice Chancellor for Academic Affairs

A. Purpose and Scope

ASUN academic programs are an integral part of the communities and industries they serve. 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 ASUN 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.

This procedure applies to select academic programs at ASUN. Academic Affairs is ultimately responsible for the implementation and communication of the Program Advisory Board operating procedure with assistance from Economic and Workforce Development.

B. Definitions

Advisory Board – A group of selected business, industry, and transfer partners that serve as program advisors to provide input on curriculum, competency, employment, and skills requirements.
Advisory Board Meetings – Meetings that occur at least annually, to gather professional industry stakeholders to review program production, curriculum, and effectiveness in achieving mutually established objectives for the program.

C. Procedures

ADVISORY BOARD ORGANIZATION
Officers:
  The program advisory board shall elect a chairperson from industry for its membership. The board chairperson may appoint sub-committees as necessary to facilitate board business.

  Term of Office:

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

The term of office for the chairperson shall be one year. The term of office shall commence on July 1 and terminate on June 30. The chairperson may serve more than one term.

Term of Membership:
Each individual program advisory board shall set an appropriate term of membership for its members. The maximum term shall be three years. Upon mutual agreement of each member and program staff, membership may be renewed at the end of the member's term. Board membership will be reviewed and updated each year by the Academic Dean to ensure broad-based representation and to ensure that membership guidelines are followed.

All board members will be contacted by the appropriate Academic Dean or designee to determine continued membership annually. Members not in regular attendance will be contacted and removed from the board at the discretion of the Academic Dean.

The Academic Coordinator will collect advisory board attendee sign in sheets to confirm accuracy of information of Advisory Board Members and inform Academic Dean and Vice Chancellor for Academic Affairs of address/telephone/business changes and resignations of advisory board members. A copy of any contact data changes will be submitted to the Chancellor's office for contact data retention.

MEETINGS
Academic programs will set dates for Advisory Board meetings, with minimum of one meeting of each advisory board per academic year. The Academic Dean or the Advisory Board Chairperson may call additional meetings at the request of the College staff or an advisory member, in coordination with the College Administration calendars.

MEETING NOTIFICATION
Notification of advisory meetings will be the responsibility of the Academic Coordinator (External) and Academic Dean (Internal).

The Academic Program Instructional staff and Academic Dean will set a date for the meeting, draft an agenda, and notify the Vice Chancellor for Academic Affairs and the Vice Chancellor for Economic and Workforce Development. All materials to be reviewed by the board shall be forwarded to the appropriate Academic Coordinator to be reviewed by the Academic Dean and Vice Chancellor for Academic Affairs at least four weeks prior to the scheduled date. Once approved, all information will be submitted to the Chancellor's office at least two weeks prior to the scheduled date.

Room reservations and arrangements for refreshments and food will be coordinated by the appropriate Academic Coordinator and Academic Dean using ASUN's established policies and procedures.

Notice of the meeting will be sent to the Advisory Board Members (with a method to RSVP) and selected college staff members at least four weeks prior to the meeting by the Academic Coordinator. The Academic Coordinator will notify the Academic Dean and responsible Program Instructional staff of board member responses at least one week prior to the meeting so that program staff may call members who have not responded.

All advisory board meeting reschedules/cancellations will be reviewed and approved by the appropriate Academic Dean and Vice Chancellor for Academic Affairs. The Academic Coordinator will be responsible for notifying board members and selected college staff of the reschedule/cancellation.

MINUTES
All advisory board and subcommittee meetings must have written minutes. The Academic Coordinator shall submit minutes, in accordance with the ASUN Communication Plan to the VCAA's office and post on the shared leadership location within one week after the meeting. The Academic Coordinator will

send a copy of the minutes of the meeting to the Academic Dean and VCAA for approval within one week after receiving them. Once approved (or corrected), a copy will be sent to the board members by the Academic Coordinator. A second copy of the minutes will be sent with the agenda for the next meeting along with all other pertinent attachments to be included with the agenda.

A current advisory board member list and copies of all the agendas and past meeting minutes will be uploaded to the online repository. These are the official auditable College records. Any actions of boards or subcommittees which have not been documented in minutes via this procedure will not be considered official.

SUGGESTED AGENDA
At minimum each Advisory Meeting Agenda is to include the following items:
- Welcome
    - College Administration (Chancellor or Vice Chancellor)
    - Dean
- Introductions
    - Faculty and Staff in attendance
    - Advisory Board Members
    - Recognition of Advisory Members (Gifts, etc.)
- Overview / message from Dean and/or Program Directors
- Old Business
    - Review Previous Minutes
    - Review status of previous action items
- New Business
    - Officers / elections, as needed
    - Program Tour / Student Interaction
        - Program Status – Curriculum, credentials, equipment, instruction
        - Student Presentations (as applicable)
- Review and Advisor Input
    - Comments / Needs as stated by Advisors
    - Summary of Program Gaps / Program Needs
- Action Items – (Define what, who and when)
- Announcements / Questions
    - Key upcoming Dates / events / meetings
    - Questions
    - Dates for next meetings
- Adjournment

D. Related Information

Program Advisory Process Flowchart

Purpose

- Determine Purpose Statement

Member Selection

- Define Term of Service
- Welcome/Orient Board Members
- Board Contact Information Added to Database

Pre-Meeting Preparations

- Determine Location/Time
- Develop Agenda
- Pre-Work: Data, Survey, Program Viability, etc
- Notifications to internal Stakeholders
- Notifications to External Stakeholders
- Preparations for Program Staff/Faculty

Advisory Meeting

- Program Tour/Overview
- Presentation
- Survey/Data Results Overview
- Evaluation/Gap Analysis
- Input-Curriculum Implementation
- Meeting Notes/Records/Materials
- Recognition of Advisory Board Members-Promotional Items/Awards, etc

Communication

- Action Items/Decision Log
- Event Pictures, Social Media Posts, Press Releases, etc
- Documents Uploaded to Shared Leadership location (internal)

Post-Meeting Action Plan

- Review of Meeting Outcomes/Actions
- Follow Up with Board Members-Thank You Cards, Calls, Copies of Media Releases/Coverage
- Compliance Actions: Accreditors, Grant Requirements, etc