



## College of The Albemarle Procedure

**Procedure Number: 3-43.1P**

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**Title: Program Advisory Committees**

### **Related Policy and Procedures:**

**Division of Responsibility: Division of Learning**

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October, 1994;

February, 2003; April, 2012

August, 2018

January, 2021

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**

It is the policy of College of The Albemarle to establish advisory committees at the highest credential level for all academic program areas. Advisory committees shall be selected from the college service area to provide appropriate input and advice on the College's program offerings.

### **Administrative Responsibilities**

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

### **PROCEDURES**

Advisory committees assist the college regarding instructional programs in specific trades, crafts, or occupations. An advisory committee shall be concerned with the particular area, which it represents as it relates to the overall educational mission of the college. Minutes of meetings shall be kept on the Shared Drive for each program area.

A Program Advisory Committee Handbook outlining the responsibilities of an advisory committee, the college responsibilities to an advisory committee, and policies relating to committee appointments, membership, resignations, officers and officer duties shall be kept current. The responsibility for keeping this handbook current is assigned to the Vice President of Learning.