

**MAINE COMMUNITY COLLEGE SYSTEM**

**ACADEMIC AFFAIRS  
Section 304**

**SUBJECT: PROGRAM ADVISORY COMMITTEES**

---

**PURPOSE: To establish guidelines for organizing by-laws for college program advisory committees**

---

**A. Authority**

A local program advisory committee shall be created at the discretion of a college president for such time as the president designates.

**B. Purpose and Duties**

The purpose and duties of each program advisory committee shall include:

1. Assessing the needs of the community, region or state as related to program offerings;
2. Formulating recommendations to improve instruction and facilities;
3. Assessing program and course offerings as related to program and course objectives;
4. Assisting in program articulation between the college and employment opportunities;
5. Assisting in the development of long-range program goals;
6. Advising on the revision of objectives for program(s) as warranted by study and/or evaluation;
7. Serving as an avenue of communication between the program and the public served; and
8. Evaluating annually the progress made toward established goals.

## **C. Membership**

### **1. Appointment**

Appointments to the program advisory committee shall be made by college president or designee after recommendations from the program faculty.

### **2. Size**

The size of the advisory committees may vary based upon the size and diversity of the community served; number of participating institutions; scope of authority; program of activities; and other factors. Size may also vary over time as committee activities expand and contract. The program committee should not be so large as to be cumbersome nor so small as to be unrepresentative of the various population groups in the community or lacking in sufficient personnel to complete tasks. Most advisory committees will have 10 to 20 members. While small committees may function easily, a larger committee can function well if officers and committee chairpersons are incorporated into an executive committee.

### **3. Composition**

Committee membership should be representative of the community's gender, race, age, occupation, socioeconomic status, geographical location and other locally appropriate factors. A balance between large and small employers should be established and maintained as appropriate. Among those who should be considered for membership on a program advisory committee are:

- a. Representatives of business, industry and labor;
- b. Employees and employers in the occupations for which the program's learning opportunities and training are provided;
- c. Owners of small businesses;
- d. Professionals and technicians;
- e. Students and graduates;
- f. Business and industry associations or organizations;
- g. Skilled workers, including self-employed persons; and
- h. Individuals representing higher educational institutions to which students may transfer.

#### **4. Term**

- a. The term of appointment for members shall be three years; shall begin on July 1 of a year; and the terms of one-third of the total membership shall be new or renewed every third year.
- b. No member shall serve more than six successive years, unless exception is specifically designated by the committee. Any member may be reappointed for up to two full terms immediately following a one term absence. The term of office of a member may be automatically terminated if the member fails to attend two successive meetings without presenting a valid reason in advance for the member's absence, or the member is no longer a representative of the category for which the member was selected. Should a member not fulfill the appointed term, an individual may be appointed to the duration of that unexpired term.

#### **D. Leadership**

1. The officers of the program advisory committee shall be a chair, vice chair, secretary and other such officers as may be required.
2. The election of officers shall be at the last meeting each year. The officers shall be elected by a majority vote of the committee membership.
3. The chair shall be elected from among members who have served on the committee for at least one year. The chair shall:
  - a. Preside at all committee meetings;
  - b. Appoint special ad hoc committees as the need arises; and
  - c. Work closely with the school staff and administration in organizing committee activities.
4. The vice chair shall perform the duties of the chair in the chair's absence.
5. The secretary shall:
  - a. Keep records of attendance;
  - b. Disseminate and organize minutes, meeting notices, agendas and any other documents;
  - c. Maintain a permanent record file of all committee activities; and
  - d. May serve as an appointed or ex-officio member of a committee.

**E. Meetings**

1. At least one regular meeting of the committee shall be held each year. At least one meeting each semester is recommended. To maximize participation, members who cannot attend such meetings in person may attend by telephone or video conference.
2. Written notices including the agenda of committee meetings shall be sent to all committee members at least ten days before each meeting.
3. Minutes shall be prepared and distributed in a timely manner and shall list the members who attended. All recommendations to be considered by the program faculty or college administration shall be included in the minutes along with the action taken and vote of the committee.

---

REFERENCES: 20-A M.R.S.A. §12706(1) and (15)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: