

PROGRAM ADVISORY COMMITTEES

Each technical program shall have a committee of local trade persons, with expertise in the field, to provide advice and direction for the program. The committee is to meet once each semester. A copy of the meeting's minutes will be submitted to the director to be kept on file.

Membership

Membership should consist of five or more local trade persons, which geographically represent a cross section of the industry within Region No. 7.

Meetings

Program Advisory Committees will have a formal meeting during the month of November.

Individual instructors are encouraged to maintain regular contact with committee members through the year.

Informal contacts with committee members should be documented and "minutes" placed in the program file. These will be valuable to the regular school approval process.

Agenda

Each formal meeting will have an agenda of topics to be discussed which will be mailed to the committee members two weeks prior to the meeting date. Three weeks prior to the meeting date, all agendas must be submitted to the director for approval and inclusion with the meeting notification sent to members.

New Instructional Equipment

Any new instructional equipment and its cost shall be presented to the committee at the November meeting for a recommendation regarding support of that equipment being included for consideration in the budgetary process.

Response Sheet

Any member who cannot attend a committee meeting is to be contacted individually by the program instructor to obtain responses to the agenda items. All response sheets are to be included with the minutes of the committee meetings.

Adopted: FEBRUARY 20, 1992