

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Advisory Committees</b>	<b>2-017 ACADEMIC AFFAIRS July 2009</b>
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PURPOSE

The overriding purpose of the committee is to assure excellence in the workforce preparation programs offered by Oklahoma State University Institute of Technology. To achieve this purpose the committee must be actively and continually involved in all facets of a program of study. The outcomes that the Advisory Committee is expected to focus on are:

1. to validate the institution's mission, vision, and position on a continual basis.
2. to review programs of study and recommend improvements that better prepare graduates to meet their career goals and the workforce needs of employers.
3. to evaluate educational facilities and recommend improvements which enhance faculty facilitation of student learning.
4. to assess faculty competence and recommend ways to improve their technical currency and professional growth.
5. to provide paid internship experiences for students.
6. to assist in the identification of employment opportunities for graduates.
7. to periodically participate in the orientation of faculty, staff, and students regarding the emerging workforce needs of employers.
8. to support program-specific and institution accreditation.
9. to assist in maintaining a positive liaison among employers, students, graduates, institutional governance members, business and industry personnel, and others.

POLICY

- 1.01 Academic units (divisions or programs) will establish and maintain an Advisory Committee with membership reflective of the industry represented.
- 1.02 Only by exception will an advisory committee have fewer than 12 members. Most committees will have between 15 and 21 members.
- 1.03 Each program advisory committee is expected to meet in a regular session a minimum of two times each academic year.

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- 1.04 A regular meeting is to begin about 8:30 a.m. and adjourn around 4:00 p.m.
- 1.05 The committee chair is a member of the advisory committee and is expected to prepare the agenda for each meeting with the assistance of the Program's Unit Leader. The agenda items are primarily solutions-driven and devote minimal time to information sharing.

PROCEDURES

- 2.01 The chair and the Unit Leader will carefully plan the conduct of the meeting in advance. The portion of the meeting focused on information sharing can be handled in a large group setting. The portion of the meeting focused on solutions is best done in small group work sessions. Each small group work session must have a facilitator who is well briefed on the discussion topic in advance. Small group work sessions must be given sufficient time to develop solutions – usually a minimum of 45 minutes. Each small group facilitator will report the recommended outcomes of the session to the committee as a whole. Only the committee will act on the disposition of the recommendations.
- 2.02 The agenda, along with discussion materials, are distributed to each committee member at least five days in advance of the meeting.
- 2.03 Most meetings are held on the Institute of Technology campus; an occasional off-campus meeting is acceptable with justification.
- 2.04 The students in a program of study will participate, to the extent appropriate, in one meeting per academic year.
- 2.05 Academic divisions are requested to contact the Office of Academic Affairs for available dates on the Master Advisory Calendar, and to schedule all meetings at least six months in advance.
- 2.06 Minutes will be generated and distributed to all members within two weeks following the meeting. The minutes consist of two parts: the first is boilerplate information such as date, time, location, members present, guests, etc.; and the second part is a synthesis of each major agenda item.
- 2.07 The recommendations formulated by the advisory committee are clearly and concisely stated as action items. The action items are enumerated with timelines and responsibilities.

<b>Recommendation</b>	<b>Responsible</b>	<b>Timeline</b>
#1.		
#2.		

These action items are the initial agenda items for the next meeting which is the program's accountability report card.

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2.08 The status of each recommendation is provided the committee. The recommendation (1) was implemented with these results, (2) is in process and will be completed by a certain date, (3) is not implemented for the following reasons.

Action Item	Implement/Results	In Process	Not Implemented
#1			
#2			

2.09 Productive and consequential student involvement with advisory committees must be carefully planned and structured in advance of the meeting. That is, student involvement is handled as an integral part of the students' academic learning experience. The Chair, along with the Unit Leader, will plan for student involvement in a meeting. The Unit Leader and faculty will prepare the students to participate in a meaningful fashion several days in advance of the meeting.

2.10 Students will complete a brief survey with respect to their involvement with the committee. The faculty and Unit Leader will incorporate the student response data into continuous quality improvement expectations.

2.11 Advisory committee candidates are recommended to the President by the Chair of the academic unit. The President invites selected members to serve three-year appointments as advisory committee members. With the agreement of all concerned, advisory members may be successively re-appointed.

2.12 An advisory committee member may resign a committee appointment by notifying the division chair or program chair in writing. Members who do not attend (or designate an alternate representative) for three consecutive meetings may be removed from the committee.

2.13 Each advisory committee shall have a designated chairperson and chairperson-elect. The committee elects the chairperson-elect for a one-year term. At the end of the term, the chairperson-elect becomes the designated chairperson. However, the appointment terms of the chairperson-elect and designated chairperson may be extended by a vote of the committee.

2.14 Lunch should be planned as early as possible including campus location, headcount, and menu. Specific menus are pre-approved as cost appropriate through the Student Union cafeteria. On occasion, lunch advisory functions may be held in the State Room or Tech Room.

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