Ivy Tech Community College of Indiana

POLICY TITLE
Advisory Committees

POLICY NUMBER
ASOM 6.16

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 1992/Revised June 2002/Effective June 2002; Revised February 2015/Effective immediately; revised October 2017/effective immediately

PURPOSE
Advisory committees act in an advisory capacity and provide vital communication links between the College and the community.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, Staff and Community

POLICY
Each Ivy Tech campus maintains a program advisory committee for each College program presented by that campus to assist the faculty and administration in providing relevant and up-to-date instruction. The committees should be made up of five or more members composed of representatives from business and industry, area secondary schools, and other postsecondary institutions. Advisory committee members provide college educators with “eyes and ears,” tuned to rapidly changing needs for business and industry. Advisory committees help disseminate information that will be of benefit to students, to the program, the College, and to other outside agencies or individuals. They supply the guidance and critical assessment necessary for Ivy Tech to equip program graduates and employers with the skills so vital to their services.

Advisory committees can assist the College by providing some of the following kinds of assistance:

1. Developing and maintaining a high level of quality.
2. Providing input on program improvement.
3. Reviewing programs for relevance.
4. Participating in program planning process.
5. Assessing current and projected workforce needs.
6. Acting in liaison role with all outside agencies that are interested in the educational program.
7. Suggesting or identifying cooperative education, externship or practicum sites for those students in programs with such features.
8. Identifying the equipment necessary to create real life learning experiences and complement instruction.
9. Working with the placement office in its effort to find jobs for program graduates.
10. Marketing the program.
11. Planning and participating in development efforts associated with the program.

PROCEDURE
Advisory committees meet at least twice a year, at times and in formats to be determined by the campus.

REFERENCES

RESOURCE PERSON
Vice Chancellor for Academic Affairs