

ADVISORY BOARD MEETINGS

PURPOSE:

To ensure that the institution has an active advisory board of in-field specialists, current in the applicable specialty, representing its communities of interest, to assist administration and faculty in fulfilling stated educational objectives.

POLICY:

Advisory Board meetings will be held at a minimum once (1) each calendar year. No less than three (3) community Advisory Board members must be in attendance at any given meeting, not employed by the school, for each discipline or group of related programs. The Board will be comprised of industry representatives, employers (with an emphasis on employers that have hired graduates) and working graduates.

Programs offering complete or partial content by distance education have a minimum of one (1) representative, not affiliated with the institution, specializing in this method of delivery. The distance education specialist's role is, at a minimum, to review and comment on the method of delivery, process and infrastructure in the context of the courses or programs.

PROCEDURE:

Meeting Topics:

The following topics are to be discussed at each meeting so that feedback is obtained to improve the training, topics include:

- Mission Statement
- Admissions Requirements
- Program Content
- Program Length
- Program Objectives
- Method of Delivery
- Instructional Materials
- Facilities, Supplies & Equipment
- Method of Evaluation
- Student Support Services
- Completion Rates
- Placement Rates
- Licensure Rates, if applicable
- Student / Graduate Feedback
- Employer Feedback
- Current and Projected Community Needs for Graduates in the Field

Minutes:

Prepared minutes of meetings are maintained, distributed and used to improve curricula. Meeting minutes include member participation (member name, title, affiliation), topics discussed, summary of significant outcomes and activities, areas of unfinished business with projection for completion, and a list of recommendations made by the advisory board, and the institution's response to these recommendations.