

<b>Policy: Occupational Advisory Committee</b>	<b>Number: 202.04</b>
<b>Date Revised: 09-01-17</b>	<b>Supersedes: E-01</b>
<b>Cross Reference: N/A</b>	<b>Issued: 11-19-91</b>

Each occupational program shall have an active occupational advisory committee made up of at least three members, external to the college. Each member shall be a person who is thoroughly familiar with the occupation, preferably one who is employed in the occupation or supervises others who are. The instructor must recommend, in writing, to the President any potential committee members who have indicated a willingness to serve. The President will make the respective appointments.

Each occupational advisory committee is required to meet at least twice per year. The instructor, teaching in the subject area, will serve as the committee's secretary and will initiate meetings. It will be the secretary's responsibility to take notes during each meeting and provide copies of meeting minutes that will be kept on file by both the instructor and the Dean of Instruction.