



ADMINISTRATIVE BULLETIN

Date: June 10, 2009

Subject: Program Advisory Committees

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Effective: June 10, 2009

General Guidelines

Each Wisconsin Technical College System district shall establish and maintain active program advisory committees for all State Board approved programs.

District policies and procedures defining the functions and responsibilities governing all program advisory committee operations, as well as the method for distribution of minutes, shall be developed and maintained on file at the District.

A listing of the members of each advisory committee will include the member's name and membership designation. This listing must be updated annually and be maintained on file at the District.

A schedule of meetings shall be developed annually for each program advisory committee. Each committee shall have an agenda and minutes which reflect committee recommendations and district reaction to those recommendations. The meeting schedule and results of the meetings will be kept on file at the District.

All files pertaining to program advisory committees will be available for WTCS Office staff review.

Occupational Programs Advisory Committees

Advisory committees shall be established to oversee each occupational program. The purpose of the committee is to advise district staff on the provision of relevant career and technical education. The committee can oversee either a single or multiple program structure with a related occupational focus.

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The membership of all advisory committees should include equal representation of employers and employees and be representative of geographic location and racial and gender diversity. Participation on advisory committees by students and representatives of secondary and postsecondary schools is also highly recommended.

Districts may choose to implement a multiple program committee structure when programs have similar characteristics such as program outcomes or technical content. The membership of multi-program committees shall be balanced to include individuals who represent the targeted jobs.

Apprenticeship Advisory Committees

State Apprenticeship Trade Advisory Committees appointed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development (DWD) are officially recognized as advisory to both the BAS and to the WTCS on policy and program matters related to curriculum, related instruction, and delivery service requirements for their trade. For construction trades, local apprenticeship committees appointed by BAS will serve as WTCS District advisory committees. In the case of industrial or service sector programs, multi-trade or multi-program local committees may be established provided that at least one member of the committee is a member of the apprentice trade that is being reviewed. Equal representation of employers and employees, racial and gender diversity, and geographic location of apprentices should be considered in the appointment process.

Collegiate/Liberal Arts Transfer Advisory Committees

Advisory committees shall be established to oversee the development and maintenance of each Collegiate/Liberal Arts Transfer program. Representation shall include faculty and staff from private and public 4- and 2-year universities and colleges, K-12 faculty and staff, employers and employees, community members and students. Racial and gender diversity and geographic location should be considered in the appointment process.

Special Advisory Committees

If a district elects to have special advisory committees for adult and continuing education, ad hoc or non-program activities, they do not substitute for the required occupational, apprenticeship, or Collegiate/Liberal Arts Transfer advisory committees. These committees have a primary responsibility of providing communications among the constituents. This includes the community, government agencies, educational institutions, and/or businesses and industries they serve.



Daniel Clancy
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Wisconsin Technical College System