



ADMINISTRATIVE POLICY

Policy Section: Academics

ACADEMIC PROGRAM ADVISORY COMMITTEE

Mid-State Technical College is required to establish and maintain active program advisory committees for all approved occupational, University Transfer and Apprenticeship programs. Program advisory committees help to ensure that programs are current and responsive to the needs of the workforce. Direction for Mid-State's advisory committee policy comes from the Wisconsin Technical College System Board Policy 309.

Advisory committees provide guidance, advice, recommendations and support to the College in areas such as program development, curriculum content and structure, program and service evaluation, instructional delivery, student recruitment and retention, facilities, equipment and teaching materials, technology, procurement of donations, and marketing. Advisory committees do not make ultimate programmatic or service decisions, establish college or departmental policy, or supersede the legal responsibility vested in the Mid-State Technical College District Board. Advisory committee recommendations are reviewed for consideration, feasibility, and decision-making.

The following shall serve as administrative policy direction for all required advisory committees:

- A current list of members for each advisory committee must be maintained, including the member's name, designation as employer or employee, place of employment, mailing address and email address, if available. Various invitations to events and informative mailings are sent to advisory committee members, requiring access to this up-to-date list. The College's educational representatives who serve as the primary liaison to each committee are responsible for maintenance of their respective membership lists.
- The membership of advisory committees shall include equal representation of employers and employees who have knowledge of the skills and abilities necessary to be successful via their first-hand experience in the given occupation, a diverse group of industry experts from the entire geographic region the college represents, and racial and gender diversity. Participation in

advisory committees by representatives of secondary and post-secondary schools is also highly recommended.

- Advisory committees meet two times each year.
- Members should be appointed to one, two or three-year terms with reappointments at appropriate intervals; the appointment terms will be staggered. This serves to ensure continuity and to provide for new members who can bring fresh perspectives to the committee.
- Advisory committees can oversee either a single or multiple program structure with a related occupational focus, similar program outcomes or technical content.

Further direction on the specifics of the operation of advisory committees can be found in the Mid-State Advisory Committee Handbook (for advisory members) and the Advisory Committee Handbook (for Mid-State staff). Requests for copies should be directed to the office of the Vice President, Academics. Instructional representatives to advisory committees are expected to make this information available to all new and continuing advisory committee members.

Adopted: August 2011

Last Reviewed: October 2025

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