

HIBBING COMMUNITY COLLEGE
TECHNICAL/OCCUPATIONAL PROGRAM
ADVISORY COMMITTEE
POLICY

(Approved at Shared Governance meeting of 4/28/10)

High-quality technical programs are closely tied to local business, industry, and labor partners. These cooperative relationships ensure technical education aligns with and fulfills employers' needs for competent employees entering the workforce. One of the most effective methods of building these relationships is through the use of advisory committees. Advisory committees not only help initiate new and relevant programming but also guide and strengthen existing occupational programs.

The program leader of each Hibbing Community College technical program is responsible for the following advisory board functions:

1. Conduct two advisory board meetings each academic year in accordance with the stated guidelines listed in the HCC advisory board handbook.
2. Actively listen to advisory board members for guidance on keeping the program curriculum relevant and current.
3. Provide the academic dean with
 - a. each meeting date, time & place.
 - b. a list of advisory board members and their contact information on an annual basis.
 - c. a copy of the minutes from each meeting.