

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**

**POLICY/PROCEDURE: Advisory Committees**

**DATE: March 1, 1993**

**NUMBER: 4.70**

**REVISION(s): 12/19/94**

**Purpose**

The College maintains a program advisory committee for each program to assist the faculty and administration in providing relevant and up-to-date instruction. The committees provide vital communication links between the College and the community. Advisory committees help disseminate information that will be of benefit to students, to the program, to the College, and to other outside agencies or individuals. These committees act in an advisory capacity.

**Policy**

**Program advisory committees shall:**

1. Advise and assist in providing quality programs.
2. Provide input and assist programs with program improvement.
3. Help programs to develop and maintain a high level of quality.
4. Assist programs in their planning process.
5. Assess and advise on current and projected workforce needs.
6. Act as a liaison with all outside agencies that are interested in the educational program.
7. Provide assistance in finding or suggesting cooperative education, externship or practicum sites for those students in programs with such features.
8. Provide input for equipment necessary to create real life learning experiences and complement instruction.
9. Provide assistance to the placement office in its effort to find jobs for program graduates.

**Procedures**

Appointment to advisory committees and committee operations are determined by the Department Chairperson and the Provost.

AUTHENTICATION (Signature):		COPP
_____	12/19/94	
President	(Date)	<b>4.70</b>