

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.5.2

Title: Program Advisory Committee / Business and Industry Leadership Team	
Originated by: Vice President of Instructional Services	
Originated Approver: President / Board of Directors	Originated Date: 07/22/2013
Revised by: Dean of Career & Technical Education / Vice President of Student Success	Revised BOD Date: 03/30/2021
Reviewed on: 7/2013; 10/2020; 03/2021	

Guideline Statement: Each MATC program of study will have a Program Advisory Committee (PAC) or Business and Industry Leadership Team (BILT) to advise program faculty and administration concerning curriculum, student learning outcomes, facilities, instruction methods, equipment, enrollment, job opportunities, and other issues critical to the quality and success of technical education. The PAC/BILT role is to critically appraise and ultimately endorse strategic action plans.

Rationale: This guideline will ensure the effectiveness of a PAC/BILT by providing procedures on committee membership, responsibilities and duties, minutes of meetings, information distribution to committees, and frequency of meetings.

Advisory Committee Structure

Role and Purpose

1. To provide advice and insight to the college concerning trends and needs of the employment community.
2. To review the program of study and learning outcomes needed by graduates to be employed in the field.
3. To serve as a communication link between the college and employment community.
4. To identify community resources that will help support or contribute to the success of the program.
5. To assist in recruitment, provide work-based learning opportunities, and assist in placing graduates with prospective employers.
6. To serve as field experts to the program by interacting with faculty and students.
7. To provide assessment of the curriculum and student learning outcomes.

PAC/BILT Characteristics

1. Cross section of business and industry served by the program.

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2. Cross section of levels of responsibility within individual companies; consideration should be given to those who are decision-makers or who have access to decisionmakers.
3. Employers of program graduates, representatives from educational institutions, former students. **NOTE: No more than 33% of PAC/BILT will be made up of former students.**
4. Members who are representative of the local diversity within the industry—minority, non-traditional, underserved populations.
5. Members with both influence and affluence and an interest in MATC's program as well as a passion for their industry.
6. Members representing Riley, Clay, Geary, Pottawatomie, Dickinson, and Marshall Counties as well as other geographic areas in which program graduates are employed.

Terms and Methods of Appointment

1. Appointment of initial membership will be for a two-year term; members can be reappointed beyond two years.
2. Faculty/Directors/Coordinators of programs are responsible for recruiting advisory committee members; utilize workforce development director and other members for ideas about new members.
3. If a member does not attend two consecutive meetings, consideration of replacing that member can be made.

Size of PAC/BILT

1. Size varies with nature and size of program.
2. Minimum of seven members should be considered.

College Representation (Ex Officio Members)

1. President, VPSS, and/or Dean of CTE
2. Faculty members of program
3. Other college representatives as dictated by agenda

Meetings

1. Must meet a minimum of two times each academic year; ideally one meeting during the fall and spring terms respectively.
2. Meetings may be called more frequently as necessary; ad hoc committees may also be formed to study particular issues of the program.
3. Action items require a simple majority vote.

Faculty Responsibilities

1. Schedule meetings; send out notices of meetings, including appropriate materials, at least two weeks prior to the meeting. Packets sent to advisory members should include, but are not limited to, agenda, minutes of previous meeting, student learning objectives, learning assessment plans and results, updates to program review, inventory or recommendations

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for purchase/disposal of equipment and software, updated advisory committee contact list, or other information related to agenda.

2. Ensure changes are submitted to Curriculum Committee (documentation of action must be submitted to KBOR).
3. Submit PAC/BILT membership list to the Dean of Career and Technical Education at the beginning of each academic year. Verify that all information is accurate.
4. Work with committee chair to determine agenda for meetings.
5. Record of committee lists, agendas, and meeting minutes must submit electronically through Canvas.
6. Communicate regularly with members outside structured meetings.
7. Provide follow-up of meeting with appropriate college staff.
8. Conduct Survey at the end of the academic year.