

Program Advisory Councils

Purpose:

The purpose of this policy is to describe the nature of the Program Advisory Councils, define functions and membership.

The Program Advisory Councils (PAC) are made up of industry-based individuals from the community who have expertise in the program area. The Advisory Councils are appointed by the Chancellor to advise the faculty, division chair, and Vice Chancellor for Academic Affairs on curriculum, new trends in the industry and employment outlooks for both the State and the Big Island. Where the College delivers an island-wide program (e.g., nursing), the PAC will be island-wide in membership.

Functions:

1. Provide information regarding workforce needs and employment patterns and trends.
2. Provide information regarding performance of Hawai'i Community College graduates.
3. Provide input regarding basic competencies required in new graduates at present and in the future.
4. Assist in the dissemination of information and act as an advocate for Hawai'i Community College and its programs to the community.
5. Assist Hawai'i Community College faculty in the processes of accreditation and program review.

Membership and Duties:

Hawai'i Community College uses the following criteria and procedures in the selection of Advisory Council members:

1. Interest: Prospective members should be interested in the College program and be willing to serve.
2. Adequate Time: Prospective members should have time available on their schedules to attend Council meetings.

3. Community Representation: Prospective members should be selected from a cross section of organizations in the community and from the various geographical areas served by the College.
4. Occupational or Industry Representation: Prospective members should be well established in the occupation or the industry of the applicable College program. Faculty, lecturers or staff who are also working in this occupation or industry may be invited to Program Advisory Council meetings.
5. Student Representation: Students may be represented by either an alumnus or a current student appointed by the faculty or students.
6. Size of the Council: The minimum number shall be four (4) -- excluding college/student representatives.

SELECTION AND DUTIES OF THE CHAIRPERSON

The chairperson of the Council is selected from among the members of the Council. The term of office will be one year.

The chief duty of the Chairperson is to preside at all meetings of the Council. The chairperson is expected to work closely with the Program representative at all times and will be consulted when the agenda for the meeting is prepared.

DUTIES OF THE PROGRAM REPRESENTATIVE

The Program representative will serve as Secretary and General Consultant of the Advisory Council. As an ex-officio member of the Council, he/she is present to seek advice, not to give it.

Duties will include reading and keeping minutes; notifying members of time and place of meetings; inviting the Chancellor, Vice Chancellor for Academic Affairs, and Division Chair to the meeting; arranging for meeting rooms; providing statistical or descriptive information concerning the College and preparing reports of progress. The College will assume the tasks of providing all clerical assistance needed in the work of the Advisory Council, including minutes, reports, recommendations, and special notices.

One of the chief duties of the Program representative is the preparation, with the Chairperson, of the agenda for each meeting. It is his/her responsibility to state the concerns involved in the educational programs and to present them to the Advisory Council for discussion and recommendation.

Procedures:

1. Appointment

The Division Chairs will work with the program faculty and the Vice Chancellor for Academic Affairs to select prospective council members. The name, title, company, address, and telephone number of the prospective council members will be forwarded to the Chancellor for official appointment to the Council. Advisory council members are appointed by the Chancellor, to two-year terms with the option of re-appointment.

2. Conduct of Meetings

An order of business that requires Council action should be presented as a recommendation by consensus to the educational program.

The minutes should reflect the discussion concerned with the recommendation. Minutes should be prepared promptly and mailed to members of the Council, the Chancellor, the Vice Chancellor for Academic Affairs, and the Division Chairperson.

It is recommended that Advisory Councils meet as needed but at least a minimum of once each academic year.

3. Follow-up of Council Recommendations

The Educational Program, Chancellor, Vice Chancellor for Academic Affairs, or Division Chair should respond to each recommendation by the Council. When a recommendation is accepted and implemented, the Program will provide the Council with reports on the effectiveness of the recommended change. When a recommendation is not accepted, the Program, Chancellor, Vice Chancellor for Academic Affairs, or Division Chair will state his/her reasons clearly.



Rachel Solemsaas, Ed. D
Chancellor

Apr 14, 2022

Date

**ADVISORY COUNCIL APPOINTMENT
RECOMMENDATION
(PLEASE TYPE)**

DATE SUBMITTED: _____

PROGRAM: _____

APPOINTMENT PERIOD: _____

SUBMITTED BY: _____

Note: Carry-over appointments do not require a letter from Chancellor to the member for the second of a two-year term.

Check one: Appointment Reappointment Carry-over

Name: (Check one: Mr. Ms. Dr.): _____

Title/Company: _____

Address: _____

Telephone: _____ FAX: _____

Email: _____

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Title/Company: _____

Address: _____

Telephone: _____ FAX: _____

Email: _____

Approved/Disapproved:

Department/Division Chair

Date

Approved/Disapproved:

Career & Tech Ed Dean/Liberal Arts & Public Services Dean

Date

Approved/Disapproved:

Vice Chancellor for Academic Affairs

Date

Approved/Disapproved:

Chancellor

Date

C: Vice Chancellor for Academic Affairs
Dean of Liberal Arts and Public Services OR Dean of Career & Technical
Education Department/Division Chair
Department/Division Secretary
Sherrie Ann Straslicka-Walker (Catalog)

¹ Issued on August 30, 1996. Revised June 17, 2010 April 8, 2022






Haw 3.302_ Program Advisory Councils. Revised 2022-04-08

Final Audit Report

2022-04-14

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