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Title: OCCUPATIONAL/SERVICE ADVISORY COMMITTEE GUIDELINES	Code: EE0130
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Policy Reference: N/A

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Refer to Advisory Committee Member Handbook ([http://tlc.matc.edu/wp-content/uploads/2015/09/Advisory-Handbook\\_SP15.pdf](http://tlc.matc.edu/wp-content/uploads/2015/09/Advisory-Handbook_SP15.pdf)) for guidelines related to the operation of advisory committees.

The Curriculum Department represents the Vice-President - Learn at advisory committee meetings and communicates the district's priorities. The office maintains the advisory committee database and the district file of meeting minutes. For the improvement of advisory committee operations, Office of Institutional Research designs methods and surveys to provide feedback to the pathway, including both self-evaluation of the committee by its members and the analysis of aggregate data from database reports.

Advisory committee meetings are subject to open meetings law and therefore need to be properly noticed. Postings should be sent to the Curriculum Department, campus representatives, pathway counselors and advisory committee participants at least three weeks prior to the meeting date. Contact information for the Curriculum Department, campus representatives, and pathway counselors is listed in the Agendas & Minutes Distribution List.

Pathway deans or designee, communicate pathway priorities. College representatives are appointed by the dean as MATC's official liaison responsible for coordinating all activities according to the guidelines established for advisory committees, including:

1. The recommendation of new members to comply with rotation of membership, balance of employers/employees, and the inclusion of women, minorities, and a recent graduate.
2. The preparation of the letters for appointment, reappointment, and appreciation for service on the committee.
3. The arrangement for the participation of a student at meetings.
4. The additions or modifications to the advisory committee meeting agenda including providing necessary reports/resources to support discussion.
5. The recording of the meeting.
6. Providing guidance to the chairperson and committee members:
  - a. For the timely consideration of issues and topics important for the committee to review.



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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- b. For the smooth operation of the committee such as the scheduling of chair elections and the reasonable adherence to parliamentary procedure during meetings.
7. Providing updated information to the Curriculum Department about the committee's membership and recommendations.

The Curriculum Department representative is responsible for the following:

1. The scheduling of Advisory Committee meetings, including the creation and sending of electronic invitations to Advisory Committee members, program faculty and student representatives.
  - a. For in-person meetings: Reserving conference room and A/V support for scheduled meeting date; arranging MATC catering as needed. Prepares name tags or place cards and member roster.
  - b. For virtual meetings: Creating Zoom/Google Meet via calendar invitation.
2. The consultation with the lead program faculty and Advisory Committee chair to prepare an agenda using the required template and necessary reports/resources to support discussion.
3. The sending of the agenda and any attachments to the Advisory Committee distribution list via email at least three weeks prior to the scheduled meeting date.
4. The attendance of at least one meeting for each Advisory Committee over the course of an academic year.
5. The preparation of accurate minutes, and obtaining meeting participants' approval of minutes. Submission of approved minutes to WTCS is to be within 30 days from the date the meeting was held.
6. The maintenance of all Advisory Committee files, including membership rosters, meeting agendas and meeting minutes.
7. The creation of quarterly and annual compliance reports for distribution to program lead faculty.
8. The review and maintenance of the Advisory Committee website to assure currency and accuracy of information posted.

Office of Responsibility: Curriculum Department  
Last Reviewed: Mar-2021