

Advisory Committees - Associate Dean Expectations

COMMUNICATION

Associate Deans are the formal communication resource to the Advisory Committee members. It is expected the AD's will communicate the following either by way of email or by voice:

- Welcome information to new members including new member expectations and program commitment
- Events occurring at the College or student accomplishments
- Committee member recognition (certificates and awards)

AD's are to ensure that all agendas/meeting notices are received by those on the distribution list **three weeks prior** to scheduled meetings.

MEMBERSHIP

It is the expectation that Associate Deans (as supported by their Dean), will actively ensure the proper membership of the Advisory Committees.

- Advisory Committee memberships are to consist of 7 to 14 members
- Committees should maintain a diverse population to include, minorities, females and graduates of MATC
- AD's are expected to review membership and meeting attendance to determine if members are actively engaged in the business of advisory committees

AGENDAS/MINUTES

AD's are expected to ensure meetings are scheduled as required (1-2 per semester)

- It is expected that AD's will ensure that agendas are being posted 3 weeks prior to scheduled meetings
- Minutes are to be completed as soon as possible but no later than one month after the meeting

MEETINGS

AD's are expected to be in attendance and fully engaged at the official Advisory Committee meetings

- AD's are to introduce the highlights of the program during the required review of COS (3-4 per meeting)
- AD's are to fully explain new programs, and modifications to programs and courses (the discussion outcome is required for many curricular processes by the WTCS Board and Ed Directors)

FACULTY CONNECTION

- AD's are expected to share the responsibility with the Instructional Chair to review faculty currency and that faculty stay current within their respective areas of knowledge by monitoring:
- Certification requirements
- Credential requirements
- Other occupational currency option such as OACP