

Advisory Committees-IC's/Coordinator/Support Staff Expectations

COMMUNICATION

IC's/Coordinator's/Support Staff are the informal communication resource to the Advisory Committee members. It is expected they will communicate the following either by way of email or by voice:

- Take the lead role presenting program-related updates and information, with the AD supporting them.
- Events occurring at the College or student accomplishments.

MEMBERSHIP

It is the expectation that IC's/Coordinators will actively search for new members in the field (as supported by the Associate Dean.)

- Committees should maintain a diverse population to include, minorities, females, and graduates of MATC.
- After new members attend their first meeting, the Support Staff will email or provide the member with a link to the new membership online form. They may also fill out the form for the member.
- The Support Staff will email or interoffice mail the Curriculum department any changes to the committees current roster after the members make any changes.

AGENDAS/MINUTES

- The IC/Coordinator will meet with the AD to discuss Agenda topics including "who" will lead a topic (i.e. which faculty presents a COS, who reports on a state-called meeting, who will discuss new curriculum proposals, etc.)
- The designated support staff is responsible for typing up all the information on the Agenda Template and emailing the Agenda to the committee members, Curriculum Office, and each Campus Representative for posting.
- The IC/Coordinator will review the minutes as soon as they are typed up by the support staff.
- The support staff will post the minutes in the Committees Google documents area to all involved. They will also email the minutes to all involved for review in case they choose not to join the Google group.
- The support staff will email the Curriculum department the approved minutes inside the template within one month after the meeting took place.

MEETINGS

IC's/Coordinators/Minutes takers are expected to be in attendance and fully engaged at the official Advisory Committee meetings

- Topics of an administrative nature are usually presented by the AD. Topics of an academic nature are usually left to the IC and faculty -- with AD interjecting -- especially when discussing procedural matters (getting State approval for curriculum changes or new program approval) are involved.