

Category
Approval

Series 300: General School Administration

Effective	Administration	Board
2/22/10	12/4/09	2/22/10
Revised	For Review	
8/14/23	2027	

PROGRAM ADVISORY BOARDS
MTC 331

The purpose of an academic advisory board is to invite input from business and industry to ensure the currency and quality of the academic programs offered by the College.

Each program advisory board will consist of representatives from industry or a professional field associated with the program, as well as a member of the Mitchell School District 17-2 Board as assigned by the School Board President.

The purpose and function of the program advisory board is as follows:

1. Assist in determining the skill and related technology to be taught, the instructional materials needed, and the standards of quality to be attained.
2. Assist in establishing program admission requirements.
3. Advise as to the appropriate facilities, including room layout, and recommend equipment and material to be used in the program. The board may directly or indirectly help acquire financial support.
4. Provide guidelines for occupational competency required of faculty.
5. Review cooperative training plans and training agreements and report wage scales for various levels of employment within the occupation.
6. Provide information regarding full- and part-time job opportunities and encourage businesses to employ students of the program.
7. Evaluate the instructional program by attending meetings and engaging in tours of the facilities and offer advice to ensure the program remains current and meets the needs of the industry and region.
8. Inform the public of the purpose and function of the program, including information regarding state and national legislation affecting technical education, for which support is needed.

6/8/20 – Policy language updated to align with current usage. Updated 2f. to state that ideally each board will schedule two meetings each year.

8/14/23 – Added clarification that Mitchell School District Board members are assigned by the MSD Board President. Removed operational and procedural guidelines from the policy as these are maintained in the MTC Advisory Board Handbook.