



# Mitchell Technical Institute POLICY

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## PROGRAM ADVISORY COMMITTEES

**MTI 331**

Mitchell Technical Institute shall utilize program advisory committees. The purpose of these committees is to invite input from business and industry in order to improve technical education offered by the Institute.

### Procedures:

- 1) The purpose and function of the program advisory committee is as follows:
  - a) Assist in determining the skill and related technology to be taught, the time allotment for each unit of instruction and the total length of the course, the instructional materials needed, and the standards of quality to be attained.
  - b) Advise as to general training policies, such as the determination of the number of students to train for the specific field of work and the best time sequence for the program to be offered.
  - c) Assist in establishing student selection criteria, including advice on entrance requirements.
  - d) Advise as to the appropriate facilities, including room layout, and recommend equipment and material to be used in the training program, which should be similar to that used by business and industry. The committee may directly and indirectly help acquire financial support.
  - e) Provide guidelines for occupational competency required of teaching staff and recommend individuals for teaching positions.
  - f) Review cooperative training plans and training agreements and report wage scales for various levels of employment within the occupation.
  - g) Provide information regarding full and part time job opportunities and encourage businesses to employ students of the training program.
  - h) Evaluate the instructional program by frequent tours of the training facilities and offer advice in order to assure that the program remains current and is meeting the needs of the industry and region.
  - i) Inform the public of the purpose and function of the instructional program, including information regarding state and national legislation affecting technical education, for which support is needed.
  
- 2) The composition and operational procedures of the program advisory committee follow the guidelines outlined below:
  - a) The program advisory committee consists of representatives from industry, business, or a professional field associated with the particular program, as well as a member of the Mitchell Board of Education.
  - b) Most program advisory committees will consist of a minimum of six members, depending upon the occupational area; appointment of members will be for a three year term. Terms of office will be staggered to assure experienced personnel on committees. Instructors in

the occupational area and administrators are ex officio members of the advisory committee.

- c) Individuals appointed to serve on the program advisory committee are recommended by instructors, members of the committee, and others with special interest in the operation of the committee.
- d) The program head shall be responsible for calling all meetings and mailing agendas and supporting data to members no less than ten days prior to the meeting, except for emergency meetings. The program head is also responsible for sending minutes of meetings to each committee member.
- e) The chairperson and vice chairperson are elected from the members by the committee. The chief duty of the chairperson is to preside at all meetings, to appoint subcommittees when needed, and to represent the committee in other groups. Unresolved concerns or issues that have been considered by the committee may be referred by the chairperson to the President of the Institute or other administrators. If the concern or issue remains unresolved, the chairperson may submit the matter to the MTI Advisory Board.
- f) The number of meetings each year, and the time and place for meetings, should be established by the group as a committee. A minimum of two regular meetings will be scheduled each year; other meetings will be scheduled as needed.
- g) A quorum is necessary for the transaction of business at committee meetings. A majority of the committee membership must be present to constitute a quorum.