

AP 3661 - Advisory Committees

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| Executive Secretary:
(Employee) | 1. Identifies prospective advisory committee member and recommends the member to the director for the related program. |
| Director: | 1. Assures representation for the program area, using guidelines in Advisory Committee Handbook, and forwards recommendation to vice president-academic services. |
| Vice President-
Academic Services: | 1. Recommends three-year appointment of prospective advisory committee member to the president and Board of Education . |
| Board of Education: | 1. Formally approves advisory committee members for respective advisory committees. |
| President and Vice
President/Chief Academic
Officer: | 1. Send letter of appointment to advisory committee members. |
| Executive Secretary
(Employee): | 1. Conducts all committee activities within parameters set forth in the Advisory Committee Handbook. |
| Director: | 1. Processes program recommendations and/or action received from advisory committee. |

June 25, 1985

Adopted College Council

June 7, 2006

Revised

