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2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3 **BOARD OF TRUSTEES**

4
5 **Agenda Item Summary Sheet**

6
7 **Committee:** Academic and Student Affairs **Date of Meeting:** January 20, 2010
8

9 **Agenda Item:** Proposed Amendment to Board Policy 3.30 and Proposed New Procedure 3.30.1
10 College Program Advisory Committee (First Reading)

11 Proposed Approvals Other Monitoring
12 Policy Change Required by Approvals
13 Policy
14

15
16 Information
17

18 **Cite policy requirement, or explain why item is on the Board agenda:**

19
20 Amendments to Board Policy require approval of the Board.
21

22 **Scheduled Presenter(s):**

23
24 Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
25 Mike López, Associate Vice Chancellor for Student Affairs
26

27 **Outline of Key Points/Policy Issues:**

28
29 The Community and Technical College Program Advisory Committees policy has been rewritten
30 and is presented to the Board of Trustees for approval. The proposed policy, in part, responds to
31 a study of occupational programs conducted by the Office of the Legislative Auditor published in
32 2009.
33

34 **Background Information:**

35
36 The proposed policy is a first reading to amend policy 3.30 College Program Advisory
37 Committees. Development of the proposed policy followed standard policy revision processes.
38

39 After approval of the amended policy by the Board of Trustees, procedure 3.30.1 - Community
40 and Technical College Program Advisory Committees will be submitted to the Chancellor for
41 approval.
42

Board of Trustees

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12	Proposed	Approvals	Other	Monitoring
13	Policy Change	Required by	Approvals	
14		Policy		
15				
16	Information			
17				
18				

19 **Cite policy requirement, or explain why item is on the Board agenda:**
20

21 This is a new procedure to accompany the amended Policy 3.30, developed partly in response to
22 the report from the Office of the Legislative Auditor, and so is brought to the Board for
23 information only.
24

25 **Scheduled Presenter(s):**
26

27 Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
28 Mike López, Associate Vice Chancellor for Student Affairs
29

30 **Outline of Key Points/Policy Issues:**
31

32 The proposed system procedure provides guidance for the implementation of Board Policy 3.30.
33

34 **Background Information:**
35

36 There is currently no system procedure that accompanies Board Policy 3.30. The proposed
37 system procedure was developed in accordance with the usual policy and procedure consultation
38 processes.
39

40 After approval of the amended policy by the Board of Trustees, procedure 3.30.1 - Community
and Technical College Program Advisory Committees will be submitted to the Chancellor for

1 **Part 4. Public Accountability and Evaluation.**

2

3 **Subpart A. Public accountability.** Program advisory committee policy, procedure, work
4 plans, membership, and meeting minutes shall be made available upon request.

5

6 **Subpart B. Evaluation.** Each college shall regularly evaluate its program advisory
7 committees and use the information for continuous improvement of advisory committees.

Approval Date:

Effective Date: 07/01/2010,

Date and Subject of Revision:

PROCEDURE CONTENT FORMAT: Single underlining represents proposed new language.