PROCEDURE LIT.9.05.02
ADVISORY COMMITTEE MEETINGS AND MINUTES

SCOPE: Faculty and Staff

1. Existing programs

   1.1. Committees should meet in real time, either in person or virtually, at least twice per year

      1.1.1. A quorum must be present.

   1.2. Committee meetings should focus on:

      1.2.1. Career program development

      1.2.2. Program operation

      1.2.3. Program evaluation

   1.3. Committee members should be kept apprised of the program's performance throughout the year.

2. New program development

   2.1. Advisory committees should meet, either in person or virtually, at least twice prior to submission of the program and communicate throughout the program development and approval process.

3. All meetings of an advisory committee are recorded as official minutes.

   3.1. Minutes of advisory committee meetings will be posted on the Lamar Institute of Technology (LIT) website.

   3.2. Minutes are maintained by LIT and made available to Texas Higher Education Coordinating Board (THECB) staff upon request.

   3.3. Minutes shall follow the THECB template and include the following information:

      3.3.1. Committee members (name, title, and affiliation)
      3.3.2. Committee members' presence or absence from the meeting
      3.3.3. Names, titles, and affiliation of others present at the meeting
      3.3.4. Signature of the recorder and date
      3.3.5. Evidence that industry partners have taken an active role in making decisions that affect the program

Related Policies: LIT.9.05

Relevant Forms/Documents: THECB Career and Technical Education Guidelines

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

<u>**Document History**</u>:
Adopted:
Reviewed: July 2024
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