



Policy Number: 200.3
Policy Title: Advisory Councils
Subject: Section 200 – Academic Affairs
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Approved by: 
Sandra J. Bauman
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

Helena College University of Montana requires all academic programs to create, maintain and actively develop an advisory council to provide external support and review of program items. Other areas are also encouraged to maintain active advisory councils under the procedures stated in this policy.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents' policies and procedures.

PROCEDURES:

I. GENERAL STATEMENT ON PURPOSE OF ADVISORY COUNCILS

Helena College recognizes the vital role advisory councils play in providing outside review and support for academic programs and institutional functions. Advisory councils are expected to provide the institution with a survey of community needs, updated content information, review of program and course outcomes, suggestions for curriculum revisions, and a connection to business, industry, community and other higher education entities. Advisory councils have no administrative or governing authority.

II. ADVISORY GROUPS; CREATION, MAINTENANCE AND OPERATION

- a. Each Career Technical Program of Helena College will be represented by an advisory council. Other institutional functions, may maintain an active advisory council with Dean's Cabinet approval.
- b. Membership of advisory councils will be selected by the appropriate faculty and staff of the area.
- c. Membership of each council will be reviewed annually by the faculty, staff, and administration.
- d. Members will have relevant knowledge, perspective, or experiences which will bring value to the council.
- e. Advisory councils are encouraged to meet at least once during the academic year. The frequency will be determined by the needs of the program.
- f. The division program director shall attend each academic advisory committee meeting.
- g. Agendas and minutes from each meeting will be recorded with the appropriate supervisor and posted on Helena College website for public viewing.