




**Policy Number:** 200.3

**Policy Title:** Advisory Councils

**Subject:** Section 200 – Academic Affairs

**Date Adopted:** April 9, 2010

**Date(s) Revised:** September 17, 2012

**Approved by:**   
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Daniel J. Bingham  
Dean/CEO  
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**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; with Board of Regents' policies and procedures; and with The University of Montana's 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.

### **II. ADVISORY GROUPS; CREATION, MAINTENANCE AND OPERATION**

- a. Each academic program of Helena College will be represented by an advisory council.
- b. Other institutional functions will maintain an active advisory council, as deemed necessary by the leadership team.
- c. Membership of advisory councils will be recommended by the appropriate faculty and staff of the area and approved by administration.
- d. Membership of each council will be reviewed annually by the faculty, staff and administration.
- e. Each advisory council will consist of a minimum of four and maximum of twelve members.
- f. Members will have relevant knowledge or experiences which will bring value to the council.
- g. Members shall be appointed to serve a term of no more than three (3) years.
- h. Advisory councils are required to meet a minimum of twice during the academic year.
- i. Members are expected to attend scheduled meetings and can be removed for non-attendance.
- j. A representative of the academic office shall attend each academic advisory committee meeting.
- k. Agendas and minutes from each meeting will be recorded with the appropriate supervisor and posted on the Helena College website for public viewing.
- l. Advisory councils have no administrative or governing authority. Their objective is to provide a link between the school and the world of work.

### **III. EXECUTIVE ADVISORY GROUPS: CREATION, MAINTENANCE AND OPERATION**

- a. Policies and procedures governing Helena College Executive Advisory Board are covered by the Montana Board of Regents policy 217.1 and Montana Code Annotated 20-25-303.