

Advisory Committee Charter

Charter for Cyber Information Technology

I. Purposes

The Committee is created for the purpose of working with the Cyber Information Technology Division and shall limit its activities to advising on matters that directly concern the instructional program. The specific purposes of the Committee may include the following responsibilities:

- assist in placing students at employment sites
- determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations in the community
- facilitate cooperation and communication between the program and the community
- assist in program evaluation and improvement
- assist the program in setting priorities, including participating in ongoing planning activities of the program

II. Committee Charge

The advisory committee is expected to offer recommendations for instructional programs and to provide information relevant to policy about the instructional program to the administration and instructors.

III. Membership

Members serve voluntarily and will constitute a cross-section of the community including BPCC faculty, staff and students, local industry, secondary and university representatives. Membership will be reaffirmed at the annual spring meeting.

IV. Procedural Rules

Meetings: The committee will meet at least one time a year. Written notices of upcoming meetings will be mailed to members at least ten days before a meeting.

Subcommittees: A subcommittee will be created for each of the degrees and certificates in the Cyber Information Technology Division. Membership to the subcommittee will consist of a volunteer subgroup of a minimum of three members from the full advisory board. These subcommittees will meet as needed independent of the full advisory board to make decisions about program development.

Minutes: Minutes of each meeting will be posted at <http://www.bpcc.edu/cit>.