**Advisory Committee Charter**

Charter for Cyber Information Technology (CTEC)

1. **Purposes** 
   1. The Committee is created for the purpose of working with the Business and Information Division and shall limit its activities to advising on matters that directly concern the instructional program(s) of this division. The specific purposes of the Committee include the following responsibilities:
      1. assist in placing students at employment sites
      2. determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations in the community
      3. facilitate cooperation and communication between the program(s) and the community
      4. assist in program(s) evaluation and improvement
      5. assist the program(s) in setting priorities, including participating in ongoing planning activities of the program
2. **Committee Charge** 
   1. The advisory committee is expected to offer recommendations for instructional programs and to provide information relevant to policy about the instructional program(s) to the administration and instructors.
3. **Membership**
   1. Members serve voluntarily and will constitute a cross-section of the community including BPCC faculty, staff, students, local industry, secondary and university representatives. Membership will be reaffirmed at the annual meeting.
4. **Procedural Rules** 
   1. Meetings: The committee will meet at least one time a year. Written notices of upcoming meetings will be mailed or emailed to members at least ten days before a meeting.
   2. Subcommittees: A subcommittee will be created for each of the degrees and certificates in the CTEC area. 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.
   3. Minutes: Minutes of each meeting will be posted at https://www.bpcc.edu/academics/business-and-information-technology/advisory-board