

# *Advisory Committee Charter*

## Charter for Computer Information System (CIS)

### **I. Purposes**

- a. The Committee is created for the purpose of working with the Computer Information System Division and shall limit its activities to advising on matters that directly concern the instructional program. The specific purpose of the Committee may include the following responsibilities:
  - i. Assist in placing students at employment sites
  - ii. Determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations in the community
  - iii. Facilitate cooperation and communications between the program and the community
  - iv. Assist in program evaluation and improvement
  - v. Assist the program in setting priorities, including participation in ongoing planning activities of the program.

### **II. Committee Charge**

- a. 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**

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

### **IV. Procedural Rules**

- a. **Meetings:** The committee shall meet at least one time a year. Written notices of upcoming meetings shall be e-mailed to members at least ten days prior to a meeting.
- b. **Minutes:** Minutes of each meeting shall be posted at [www.bpcc.edu/tem/advisoryboard/minutes.html](http://www.bpcc.edu/tem/advisoryboard/minutes.html).