Committee Meeting: Policy & Governance Committee	Date: March 8, 2019
Committee Chair: Kathleen Masiello	
New or Edited: Edited IV-B-6 College Curriculum Advisory Council	

POLICY NAME: Advisory Groups Policy

POLICY TYPE: Managerial

SUBMITTED BY: Dr. Jamie Smith, Dean of Liberal Arts and Science

ISSUE OR STATEMENT OF PURPOSE: To establish guidelines to assist SUNY Erie in the establishment, membership and procedures of advisory groups.

Need for Advisory Groups:
Advisory Groups exist to provide support to internal committees, external agencies and the college community and help demonstrate how the College is meeting needs and appropriately working to advance SUNY Erie's mission.

Advisory Groups are mandated by some accreditors, such as the Accreditation Board for Engineering and Technology (ABET), and they serve as solid support of curriculum and policy development to others, such as Middle States Commission on Higher Education (MSCHE). In addition, the use of Advisory Groups are referenced in State University of New York (SUNY) and New York State Education Department (NYSED) guidelines.

CORRECTIVE ACTION PLAN RECOMMENTATION (if any): N/A

NEW OR EDITED POLICY: Edited Policy IV-B-6 College Curriculum Advisory Council

All SUNY Erie Advisory Groups will adhere to the Required Procedures included in Exhibit B.

SUNY Erie recognizes that Advisory Groups serve to guide the institution at various levels, including but not limited to academic programs and curriculum development, Student Affairs programs, administration and the Board of Trustees. SUNY Erie recognizes various types of advisory groups including Advisory Councils, Steering Committees and Task Forces. (See Exhibit A for additional information.) SUNY Erie will align its Advisory Groups with those listed in the SUNY Chancellor's Memorandum dated January 12, 2016, which cites Chapter 50 of the Laws of New York.

Chapter 50 will serve as the basis by which SUNY Erie Advisory Groups are governed, except when stricter criteria is required by accreditation agencies. Criteria of accrediting bodies must be updated and on file with Human Resources by the entity that the Advisory Group supports.

POLICY NAME: Advisory Groups Policy **- Continued**

To align with the guidelines set forth in Chapter 50, SUNY Erie Advisory Groups will:
- Establish a chair, as required by this policy;
- Serve terms designated by the SUNY Erie entity which the body serves; and
- Be responsible for communicating the Advisory Group's approved recommendations with the appropriate entities of the institution through the sharing of minutes.

Academic Advisory Councils will meet the procedures developed by SUNY Erie Community College and will be regulated by SUNY Erie's Office of the Provost. Documentation of minutes and a roster of members will be submitted annually, and within 45 days of a meeting to the academic dean with updates submitted as necessary and housed in the Office of the Provost.

DOES IT SUPERSEDE A POLICY/WHICH ONE: Supersedes Board Policy: IV-B-6

POLICY COMMITTEE RECOMMENDED ACTION:

Policy Committee recommends the Board of Trustees accept this Managerial policy under the Committee Briefings, Policy & Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Advisory Councils.

POLICY COMMITTEE MEMBERS PRESENT:

Trustee Len Lenihan, Trustee Kathleen Masiello, Provost and Executive Vice President Douglas Scheidt, Executive Vice President for Administration and Finance Penelope Howard, VP Human Resources, Equity and Inclusion Tracey Cleveland, Vice President of Enrollment Management Steven Smith, Vice President of Student Affairs Nora Clark, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith, Chief Diversity Officer Tracy Archie and Dean of Students Petrina Hill-Cheatom

DATE OF BOARD ACCEPTANCE: April 25, 2019

POLICY COMMITTEE TEAM FOLLOW-UP:
Following Trustee acceptance, this Managerial Policy will be included in the Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:
- Accreditation Board for Engineering and Technology (ABET)
- SUNY Chancellor Memorandum dated January 12, 2016
- Chapter 50 of the Laws of New York

POLICY NAME: Advisory Groups Policy **- Continued**

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of December 14, 2018, February 8, 2019 and March 8, 2019.

Advisory Groups: Members and Meetings Policy
Exhibit A
Types of Advisory Groups

An Advisory Group is created to provide support to internal committees and external agencies and provides the public with opportunities to learn how the college's programs and initiatives help to advance SUNY Erie's mission. Advisory Groups also provide an avenue for input from experts which can be taken into account by SUNY Erie decision makers. Input from the wider WNY community adds substance to program requests and helps to validate recommendations being considered.

Understanding the community's needs related to curriculum, equipment, facilities, and programs, review action plans help Departmental Chairs/Heads and faculty develop better products and more relevant programs. Similarly, Advisory Groups can inform decision-making related to non-academic issues.

Types of Advisory Groups include:

Advisory Board (Non-Academic, Standing, Non-Governing):
An Advisory Board must include *internal and external* members, who are selected on the basis of targeted expertise. An Advisory Board is charged with offering non-binding, strategic advice regarding developments in the field and/or changes to non-academic departments or programs. The regular, free flow of information and discussion is meant to further program goals and student success. The relevant department may or may not choose to utilize the advice of the Advisory Board. Members do not have a legal or fiduciary responsibility or a governing vote but will be recognized for their contributions. All Advisory Boards must establish a Chairperson.

Advisory Council (Academic, Standing, Non-Governing):
An Advisory Council must include *internal and external* members, who are selected on the basis of targeted expertise. An Advisory Council is charged with offering non-binding, strategic advice regarding developments in the field and/or changes to academic departments or programs. The regular, free flow of information and discussion is meant to further program goals and student success. The relevant department may or may not choose to utilize the advice of the Advisory Council. Members do not have a legal or fiduciary responsibility or a governing vote but will be recognized for their contributions. All Advisory Councils must establish a Chairperson.

Steering Committee (Standing, Non-Governing):

A Steering Committee includes *internal* members selected by interest and expertise on the priorities or order of business for the department/program with the ability and authority to make strategic decisions in conjunction with the Dean of Academics and Provost. The committee leader manages the planning and execution of specific projects. The committee provides guidance on key issues, such as policies, goals and objectives, budgetary control, marketing strategy, resource allocation and decisions involving large expenditures. Steering Committee members give direction on projects, input on issues, insight on budgeting, marketing, and hiring. This input will help determine outcomes, prioritize steps and goals, develop policies and procedures, identify risks, set timelines, monitor progress, and offer advice to reach the desired outcome. The Steering Committee oversees progress and facilitates collaboration with all members of the department, as well as other affected areas of the College.

Task Force (Temporary, Non-Governing):

A Task Force is a small group of *internal* members temporarily created to address a challenge or opportunity to achieve a stated objective and should involve interested parties from the department. Team members are committed to the shared goal and are accountable for the end-result. Examples include special events, purchases, and faculty, student or curricula issue. The Task Force is disbanded after the objective is met or the issue is resolved.

Advisory Groups: Members and Meetings Policy
Exhibit B
Academic Advisory Council Procedures

As per the SUNY Erie Community College Board of Trustees Board Policy governing Advisory Groups. Academic Advisory Councils will be governed according to the procedures outlined in here.

Required Procedures:
1. **Appointments**
   - Advisory Council members will be selected on the basis of:
     o Familiarity with the challenges and demands of the local labor market.
     o Position within the community.
     o Willingness and ability to encourage innovation and improvements to curricula and service offerings within the Department or College.
     o Interest and ideas for increasing enrollment and retention in the Department or College.

2. **Nominations, resignations**
   - An existing member of the Advisory Council, the Department Chair or Head, Coordinators, College Administration, or the Board of Trustees may submit member nominations.
   - Upon submission of an up-to-date resume from the new nominee, the final acceptance of nominations rests with the Board of Trustees.
   - Department Chair/Head will report actions to Dean, who will report to Provost for his/her files.

3. **Term of office**
   - The members' regular term of office spans three years, with no more than three consecutive three-year terms of office. Members can be retained until a suitable replacement is found.
   - If a Department Chair/Head and the Advisory Council member would like to extend the member's term through reappointment, the member must provide an updated resume before the completion of his/her three-year term, for the Advisory Council's files.

4. **Member participation and responsibilities**
   - Advisory Councils exist to provide support to internal units and committees, external agencies and the college community and to help demonstrate how the College is meeting needs and appropriately working to advance SUNY Erie's mission.
   - The unit faculty and unit's Dean of Academics determine the composition of the Academic Advisory Council. Review of composition guideline shall occur in three-year intervals.
   - These designations should be in place before forming new advisory councils and implemented before the start of the next academic for established councils.
   - The composition of the committee should represent the college, community, professionals and employers in the field of interest. No one member can serve as a representative of more than one group.
   - The following information will be designated and reported to the Office of the Provost:
     - Number of total members
     - Minimum requirements of members
     - Represented Stakeholders
     - Number of each type of stakeholder.
   - The applicable Department Chair or Professor/Department Head, Coordinator, Dean of Academics, Provost, Vice Provost, Vice President or Advisory Council chair has the authority to grant excused absences to Advisory Council members.
   - An Advisory Council member who misses more than three consecutive, unexcused meetings is subject to dismissal and relieved from all responsibilities.

5. **Meeting activity**
   - Advisory Council members will collectively determine how frequently they will conduct formal meetings within twice-per-year and maximum twelve-times-per-year parameters.
   - The Advisory Council Chairperson, along with the assistance from the Vice Chair and Department Chair/Head or professor, or her/his designee, will plan an agenda for each formal meeting.
   - Advisory Council members will, among themselves, elect a Chair, Vice Chair, and Secretary, who will each serve in that capacity for the designated term of office.
   - Each Advisory Council will establish a mission statement a vision statement and specific goals.

6. **Provost and Executive Vice President responsibilities**
   - Provide resumes of suggested Advisory Council members to the Board of Trustees for acceptance.
   - Maintain listing of Advisory Council members in the college's reporting system. Maintain a docket of all College Advisory Councils and their members that includes updated contact information, term of appointment, Advisory Council officer status, and alumni status. In the fall, all units with Advisory Councils will be solicited to review this information to ensure that it is correct.

7. **President's responsibilities**
   - Send confirmation letter to newly appointed/reappointed Advisory Council member, which explicitly states the dates of her/his three-year term.

8. **Other**
   - Academic and non-academic units seeking to establish some type of committee that will not be required to follow the above guidelines would constitute a Task Force (usually established when a task needs to be accomplished) or other relevant name.
   - When the need is established, discussion will take place with Vice Presidents/Provosts and then with the Provost or other appropriate senior Vice President. Relevant senior level staff should be apprised of the membership of the task forces, as well as their missions and goals.
   - These task forces will establish a mission statement and goals.