



ADVISORY COMMITTEE

Purpose: The Surgical Technology Advisory Committee shall serve in an advisory capacity and does not have administrative or legislative activities and/or authority.

Functions and responsibilities of the committee may include but not limited to:

- a. Serves as a communication channel between the school and community.
- b. Advises the designing of courses and curriculums by defining specific skill requirements, essential information and knowledge requirements related to the specific content.
- c. Advises in the evaluation of the curriculum and recommends such changes as necessary to keep it vital and relevant.
- d. Assists in recruiting, providing internships, and in placing qualified graduates for employment.
- e. Advises in the formulating and evaluating of standards for entrance into the curriculum of study.
- f. Provides ways for the school to inform the community of programs and suggests ways for improving public relations.
- g. Assesses curriculum needs in terms of the entire community.
- h. Assists in other matters when requested by the school administration and/or the surgical technology instructor.

Advisory Committee Membership shall be (but not limited to):

- a. The committee shall consist of employers, graduates, a student member, distance education specialist (if applicable), faculty, college administrator, practicing credentialed ST/SA, and a public representative.
- b. Membership terms on the committee shall begin in _____ and run through _____ of each year.
- c. The members shall serve without financial compensation.
- d. The program instructors, school administrators, and appropriate school personnel shall serve as Ex Officio non-voting members.

Meetings

- a. The committee shall meet ____ to ____ times a year and thereafter, as directed by best practices

*Refer to specific program, state, or national best practices for guidelines on committee members or officers.