Standard 2

Educational Programs

Instruction

**Each occupational advisory committee must:**

1. **Consist of a minimum of three members external to the institution;**
2. **Representing the geographical service area covered by the program area;**
3. **Have expertise in the occupational areas taught by the program;**
4. **Meet at least twice annually;**
5. **Have at least two members who meet these criteria for membership physically present at each meeting; and,**
6. **Keep minutes to document their activities, recommendations, and meeting attendance.**

Occupational Advisory Committees (PAC) have between three and five members, all external to the institution. Occupational Advisory Committee meets a minimum of two times per year. The participation of the members including suggestions is documented in the Meeting Minutes, as well as the attendance and the survey questionnaire provided to each member in order to receive feedback. The members of the Occupational Advisory Committee represent the geographical service area covered by the program area and have the knowledge and work experience in their particular field.