MEMORANDUM

To: Richard Fulton
Vice Chancellor of Academic Affairs, Windward Community College

From: Brian Richardson
Dean of Academic Affairs, Division II, Windward Community College

ACTION REQUESTED:
That an Advisory Committee be created for the Veterinary Studies activities on campus. The committee will report to the director of the college's Veterinary Studies activities and ultimately report to the Office of Academic Affairs.

ADDITIONAL COST:
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:
December 1, 2012.

PURPOSE:
The curricular and other activities on campus connected to Veterinary Studies, including the college's Certificate of Achievement in Veterinary Assisting and Associate in Science in Veterinary Technology, are expanding to the point where it is important to create an advisory committee. The charter for the Veterinary Studies Advisory Committee is attached.

IMPLEMENTATION PLAN:
The advisory committee will be created effective December 1st, 2012, at which time John Kaya will recommend people to be added to the committee. The official appointments will be made by the Vice Chancellor of Academic Affairs. This information will be updated on the website.

ACTION RECOMMENDED:
It is recommended that the Vice Chancellor of Academic Affairs authorize that the creation of the Veterinary Studies Advisory Committee.

[signature]
Richard Fulton
Vice Chancellor of Academic Affairs

Date: 11/14/12
Charter for the
Veterinary Studies Advisory Committee
Enacted November 14, 2012

1. Name
The Veterinary Studies Advisory Committee

2. Relevant System, College, and External Policies
The American Veterinary Medicine Association: http://www.avma.org/

3. Sanctioning Authority
The Vice Chancellor of Academic Affairs is the sanctioning authority for this committee.

4. Oversight
The Vice Chancellor of Academic Affairs has will have oversight over this committee.

5. Purpose
To provide input from college and community sources on college programs and activities related to veterinary assisting, veterinary technology, and related topics. The primary recipient of the advice will be faculty members associated with the veterinary assisting and technology programs on campus.

6. Membership
Faculty members of the advisory committee shall be appointed by the Vice Chancellor of Academic Affairs

Other members of the advisory committee shall be appointed by the Vice Chancellor of Academic Affairs with the advice of the faculty members of the committee. The outside members ought to be chosen for their technical expertise, their community leadership, and for their ability to offer salient advice to the college to improve the veterinary studies programs.

7. Leadership
The Vice Chancellor of Academic Affairs shall appoint the chair of the committee.

8. Compensation
There is no compensation for serving on this committee.

Document Printed on 11/14/12
9. Meetings
The meetings shall be called, as needed, by the chair of the committee. The committee can also communicate informally by other means as desired.

The committee must meet at least once per academic year in compliance with the expectations of the American Veterinary Medical Association.

10. Decision-Making Procedures
The meetings shall be largely informal. Meeting notes should be circulated to members.

11. Subgroups
The committee can create subgroups as needed.

12. Documentation
Meeting note will be posted on the college website.

13. Assessment of the Group
The group can choose to be assessed as desired. It will not be part of the regular college assessment of groups.

14. Dissolution of the Group
The group can be dissolved with a memo to that effect from the Vice Chancellor of Academic Affairs.

15. Modification of a Group's Charter
The advisory committee's charter can be modified by the Vice Chancellor of Academic Affairs.