

**PROCEDURE:** SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.11.00.00)  
**EFFECTIVE DATE:** 2/10  
**REVISION DATE:** 6/13, 5/18, 4/20, 4/21, 5/23  
**REVIEW DATE:** 2/11, 3/12, 2/13, 2/14, 3/15, 3/16, 5/17, 3/19, 5/24

**SUBJECT:** ADVISORY COMMITTEE RESPONSIBILITIES

**PURPOSE:**

To provide an opportunity for professionals who have knowledge of the clinical laboratory science to meet annually to discuss the operation of the medical laboratory science program.

**RESPONSIBILITIES:**

Advisory Committee Responsibilities

1. Members of the Advisory Committee are to provide input and recommendations to the program, curriculum, and evaluations with regard to its current relevance and effectiveness, such as:
  - 1.1. Provide input in the general operation of the medical laboratory science program
  - 1.2. Act as liaison between program and laboratory/hospital administration
  - 1.3. Evaluate program curriculum
  - 1.4. Review program evaluation summaries and certification exam results
  - 1.5. Analyze program outcomes
  - 1.6. Recommend suggestions for program improvement
  - 1.7. Participate in student appeal and grievance process and disciplinary action (probation/dismissal)

Committee Members

1. The advisory committee consists of various educational professionals and laboratory professionals that provide valuable input to program operations.
2. Members will serve an open term.
3. A list of advisory committee members is available upon request.

Meetings

1. The advisory committee will meet once a year or more often as necessary.

**REVIEWED BY:**

Program Director, School of Medical Laboratory Science