

DAU 11-1 College Advisory Board (CAB) Policy

Policy Code	Policy Name		
DAU 11-1	College Advisory Board (CAB) Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- College Council - College Dean & Staff	10/2023	10/2027	

1. Policy Purpose

The purpose of this policy is to lay out principles for the creation of the College Advisory Boards:

- Builds strong relations between DAU institution and the community,
- Improves the quality of the academic programs,
- Provides graduates with the skills necessary for the labor market.

2. Policy Scope

This Policy applies to all DAU Colleges.

3. Policy Statement

The College Advisory board shall be established for all DAU Colleges. One advisory board may serve a cluster of related programs. The College Advisory board provides guidance and advice on programs' evaluation and continuous development to meet with the labor market needs. The College Advisory Board also provides recommendations and advice on curriculum, and student internship opportunities and ideas for the development of graduates' skills. and.

A college Advisory Board is made up of a selected group of professionals who can provide the program with feedback on the industry about the program's mission, goals, graduates. It is only an advisor without any legislative, administrative, or programmatic authority role.

The goal of the College Advisory Board (CAB) is to increase the quality of the programs and enhance the educational process in the colleges. The board is responsible for counseling, helping, supporting, and promoting the educational process within the College. Moreover, the College Advisory Board coordinates their efforts with colleges to plan and carry out their activities by providing them with professional knowledge and experience to follow the new trends and most up-to-date teaching and learning techniques.

The following section outlines the Board's duties and membership, and it shows important terminologies used.

Duties of the Board:

The College Advisory Board perform the following responsibilities:

- Supports academic programs, scientific research, and outreach by making suggestions on priorities, orientations, and current & new trends.
- Participate in developing strategies that help colleges to achieve their ultimate goals.
- Provides advice and recommendations to ensure that the programs address the employment and educational needs of the labor market.
- Creates and puts into action ways to maintain strong links with the community and create institutional alliances.
- Contributes to enhance DAU's image.
- Provides feedback on the career journey and status of alumni in the labor market.
- Suggests strategies to enhance the academic programs.

- Connects students and graduates with different public and private sectors to offer them internships, training, research, and job opportunities.
- Identifies and assists in receiving external funding for colleges' initiatives, programs, and research.

Membership of CAB

The College Advisory Board shall reflect a diversity of perspectives. Therefore, it shall be composed of professional leaders, distinguished academicians, prominent alumni, and community figures from different backgrounds.

- The suggested number of Board members is at least twelve, including the Dean of the College and it should be gender balanced. Dean of the College, Vice Deans of the College., Seven prominent members of business in the private sector, government sector, industries, and education with link to college programs for membership in the advisory board, and programs heads.
- The formation must be approved by the university president.
- The composition of the council includes the relevant categories of (students, graduates, the public & private sector, experts, and representatives of the college).
- In the first session, the council chooses a chairperson for its members, and it also chooses a secretary for the council.

4. Policy Procedure

The process of establishing and approving a College Advisory Board is as follows:

- The college Dean nominates the potential CAB members based on the previously mentioned membership criteria.
- The list of nominated members should be approved by the college council.
- After approval by the college council, the dean shall submit the potential CAB members to the University Council.
- The board shall serve for two-year terms, renewable thereafter.
- The CAB starts its work immediately after receiving approval from the University Council.
- The college and program academic leaders may issue further bylaws and regulations to improve the effectiveness of the CAB as needed.

Meetings

The College Advisory Board shall meet bi-annually (2 times per year), preferably once per semester. Additional meetings may be held when needed.

Officers of the Board

Officers of the Advisory Board shall be comprised of two Board members - a Chairperson, a Vice- Chairperson, in addition to a Secretary from the College. The Chairperson and Vice- Chairperson shall be appointed by voting, whereas the Secretary shall be nominated by the Deans. The Officers of the Board shall be appointed for two-year terms, renewable thereafter.

- **Chairperson**
The CAB Chairperson shall perform a leadership role by serving as the executive head and assisting the Board with important recommendations, information, and data to implement its activities. The Chairperson shall also preside over all the meetings, with exclusive power to organize them and approve the meeting agenda.
- **Vice-Chairperson**
The Vice-Chairperson shall assist the Chairperson in their duties and responsibilities and act as presiding officer in the absence of the Chairperson.
- **Secretary**
The Secretary shall be responsible for taking accurate and action-based meeting minutes, promptly disseminating them to all the members, and ensuring clear and effective communications relating to the

duties and responsibilities of the Board. The Secretary shall also receive proposals for agenda items from the Board members and present them to the Chairperson.

- *Members*

Members participate in presenting their opinions and suggestions, discussing the topics presented to them, and providing advice in take the appropriate decisions, and he has the right to raise what he/she sees as important issues for discussion in the Council, and he/she carries out the tasks assigned to him/her.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy