

# PROCEDURE:

## 5.1.3p1. Advisory Committees

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*Adopted: August 15, 2007*

### I. **PURPOSE**

A program advisory committee provides expert support for each academic program. The expertise of the advisory committee will help the instructor of each program to improve program content and operation and to ensure up-to-date and quality instruction.

Advisory committees are required for the establishment and maintenance of up-to-date educational programs. Changes in technology, business, industry, and government have increased the need for effective communication between educational institutions, industry and community partners. Therefore, advisory committees of interested, competent, and concerned citizens are a vital means of involving the community in education.

### II. **RELATED AUTHORITY**

State Board Policy 5.1.2. General Program and Program Specific Standards

### III. **APPLICABILITY**

This policy applies to all academic programs at Ogeechee Technical College.

### IV. **DEFINITIONS**

None.

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE** **Membership**

Advisory committees must have a minimum of five members external to the College who possess program-specific occupational expertise/knowledge and who have been selected from area businesses and industries. Program advisory committees should maintain a base of experienced members while acquiring new members when necessary. When it becomes necessary to replace existing members or add new members, the advisory committee and program faculty will submit their recommendations to the Executive Vice President for Academic and Student Affairs, who will forward the name(s) to the College President. The names of those persons approved by the President will be submitted to the Ogeechee Technical College Board

of Directors, and upon acceptance, letters of invitation will be sent from the President's Office.

Members who neither attend nor send a representative for two consecutive meetings may be removed from the committee upon a majority vote (over 50%) at a regularly scheduled meeting, if a quorum is present. Former Ogeechee Technical College students will be encouraged to serve on advisory committees but, like all members, they should normally have a minimum of two years' work experience in the field the program serves. Full or part-time faculty or staff may serve only as ex-officio, non-voting members of advisory committees.

Annually, the advisory committee will elect a voting member to serve as chairperson. The chairperson will preside at meetings, work closely with program faculty and College administration, appoint subcommittees, and ensure that assigned committee tasks are completed.

The committee will elect a voting member to serve as secretary. A faculty member can serve as recorder. The secretary/recorder will make sure that adequate minutes are kept of each meeting and that the minutes and other important information are distributed to each committee member. The secretary/recorder will also send a copy of the minutes to the Dean for Academic Affairs responsible for the program, who will forward it after review to the Executive Vice President for Academic and Student Affairs. The minutes and other meeting documents should be sent to the Dean for approval within seven calendar days after the meeting. Election of officers will be part of the agenda for the spring meeting.

### **Meetings**

Advisory committees will meet a minimum of two times annually on a scheduled basis. The spring semester meeting may be an electronic meeting. If an advisory member is unable to attend, the member may send a proxy to one meeting per year. The member must inform the chairperson in writing the name of the representative and the date of the meeting that the representative will attend. A quorum must be present to conduct business. A majority (over 50%) of the members will constitute a quorum. There may also be meetings of subcommittees, notice of which will be given to all members of the advisory committee. Subcommittee meetings will not count as regular meetings. Meeting dates and times for the year are determined by the Executive Vice President for Academic and Student Affairs. A reminder should be sent to each member at least two weeks in advance of the meeting. A follow-up telephone contact should be made to members a day or two before the meeting, if possible.

### **Advisory Committee Guidelines**

The advisory committee's role is purely advisory in nature. An administrative representative, usually a program faculty member, will serve as liaison between the committee and the administration. Each advisory committee will advise the College on the development, operations, and evaluation of the program(s) for which it is appointed. Advisory committee members are charged with the following tasks:

## **I. General Requirements**

- Attend meetings regularly; participate in committee discussions and subcommittees when requested.
- Carefully study any concerns that come before the advisory committee.
- Prepare annual programs of work with special emphasis on annual requirements within the responsibilities and functions of the committee.
- Assist in developing strategic and operational plans with particular attention to the overall responsibilities and functions of the committee.
- Submit annual recommendations regarding programmatic changes.
- Perform annual evaluations of the programs.

## **II. Determine Community Needs** The advisory committee will assist in determining the following as needed:

- The occupation(s) in greatest demand.
- The jobs within an occupation for which training is needed.
- The need for supplemental training and upgrading of skills for people already employed.
- The number of graduates from occupational programs who might be needed for employment in the community.
- New areas in which training should be developed.
- Recommendations on the occupational programs to be established, modified, expanded, or discontinued.

## **III. Evaluate Program Structure/Content/Effectiveness** The advisory committee will ensure that desirable, relevant, and current practices are being taught by evaluating and making recommendations for the following on at least an annual basis:

- Mission of the College.
- Program mission, goals, and learning outcomes.
- Admissions requirements.
- Program length.
- Occupational, core, and elective courses.
- Program delivery methods.
- Occupation-based instruction, where applicable.
- Instructional materials and tests.
- Employability skills/Work ethics training.
- Content of each course as it relates to the total curriculum.
- Levels of skill development.
- Emphasis given toward the safe use of tools, equipment, and facilities.
- Methods of student evaluation.
- TCSG Warranty Policy.

## **IV. Evaluate Equipment and Facilities** The advisory committee will evaluate and make recommendations for the following:

- Adequacy/relevancy of equipment, materials, supplies, and facilities.
- Equipment maintenance and/or replacement schedule.

**V. Increase Job Opportunities/Student Placement** The advisory committee will assist with the following:

- Notification to instructors or the Director for Career Placement & Student Support Services of employment opportunities for graduates.
- Suggestions of possible internship/externship/practicum/clinical opportunities for students.

**VI. Enhance Public Relations/Recruitment** The advisory committee will assist in performing the following as needed:

- Develop community awareness of the College and its programs.
- Suggest ways to promote the College through speaking engagements, newspaper, radio, television and other media.
- Serve as guest speakers in the classroom.

**NOTE:** For programs with external accrediting agencies, additional advisory committee requirements may apply in order to comply with accreditation standards. Ogeechee Technical College will comply fully with any program accrediting agency's requirements for advisory committees for that program.

## **VII. RECORD RETENTION**

The Executive Vice President for Academic and Student Affairs or designee will maintain copies of the program advisory committee minutes and other important documents.