
Chapter: Academic Affairs

Modification No. 002

Subject: **Advisory Committees for Career Curricula Areas**

- I. Although final curriculum decisions remain a College responsibility, the advice and guidance of a career curriculum advisory committee is an important aspect of curriculum planning and development. In broad terms, the committees help the College maintain an awareness of the changing educational needs of a highly literate, technological, and industrial society. More specifically, they assist the College in:
 - A. Gathering information with regard to community needs, interests, and resources as they relate to the need for a new career curriculum or the development and operation of an established curriculum.
 - B. Assuring the relevance of a College curriculum to the employment needs in a particular career field.
 - C. Establishing communication among the College, the community, and employers in an effort to work together toward common educational goals.
- II. The Board of Trustees establishes all advisory committees for career curricula. Each career curriculum offered by the College is normally represented by a committee but, in some instances, a single committee is established for two or more related program areas. Committees are usually established during the time a curriculum is being developed and before its formal approval by the Board of Trustees.
- III. The Board of Trustees appoints and reappoints, as appropriate, all members of career curriculum advisory committees. Members serve voluntarily without monetary compensation and function in an advisory capacity. Members are appointed to three year terms, except that initial appointments to new committees shall be made for one, two, and three years to ensure continuity of membership. Members may be reappointed.
- IV. The President is authorized to develop procedures to implement this policy.

Board Approval: April 7, 1975; October 17, 1983.

Chapter: Academic Affairs

Modification No. 003

Subject: **Advisory Committees for Career Curricula Areas**

I. Establishment of Advisory Committees for Career Curricula

- A. Career curriculum advisory committees will represent broad areas of related programs, except in those curricula areas that require more specialized advice for professional accreditation. Each committee is encouraged to meet at least twice each year.
- B. Committees representing broad areas of related programs shall be composed of twelve to fifteen members; those representing a specialized program shall be composed of 6-10 members.
- C. Committee members shall be selected from the general public, and from appropriate organizations in the community and industry. They shall reflect appropriate levels of experience and expertise within the related field. Each member shall have demonstrated competence or interest in the special area being served and shall be committed to the community college concept of furthering career education in the community.
- D. Each campus vice president/provost shall appoint an instructional dean or appropriate faculty member to serve on each advisory committee, except on those specialized committees where representation will be required only from the campus(es) offering the program.
- E. A preliminary list of names for membership is prepared by the appropriate instructional dean(s) after conferring with appropriate faculty members and campus administrators. Names may be recommended to the instructional dean by any member of the College or community.
- F. The instructional dean(s) shall discuss the nature of the advisory committee service with each prospective committee member and will determine if the individual is willing to serve. The list of names of candidates is submitted via the responsible vice president/provost to the President, who in turn recommends the candidates for appointment by the Board of Trustees.
- G. An appointment certificate, prepared by the Director of Communications and signed by the President, and a letter from the President with a copy of the Board's resolution, are sent to each new committee member after Board action.
- H. In accordance with Board policy, these procedures also apply to the establishment and administration of the General Education Advisory Committee.

II. Administrative and Operational Responsibilities

- A. The vice presidents/provosts, on a rotating basis, shall designate a coordinator who shall be responsible and accountable to the President for the overall operation of the career curriculum advisory committee system. The coordinating vice president/provost will recommend to the President the establishment of career curriculum advisory committees and designate the programs to be

included in the responsibilities of each committee.

- B. The coordinating vice president/provost will designate a vice president/provost who will have the administrative responsibility for the operation of the committees under his/her jurisdiction, nominations for membership, and annual assessments of committee activities.
- C. The responsible vice president/provost will appoint an instructional dean or faculty member who will be designated as the secretary of that committee.
- D. The secretary of each committee shall be responsible for the following:
 - 1. Establishing meeting dates for the committee. Each committee is encouraged to meet at least twice each year.
 - 2. Developing, with the committee, a list of duties and responsibilities specific to the particular programs.
 - 3. Preparing the agendas for all meetings and sending copies, along with notices of meetings, to all committee members and the Director of Communications.
 - 4. Arranging for taking of minutes, maintaining a current file of minutes and other records of the committee and supplying copies of the minutes and records to the responsible provost.
 - 5. Preparing the annual report of the committee for submittal to the responsible provost.
 - 6. Maintaining an accurate roster of committee members and recommending replacements when necessary.
 - 7. Furnishing required information to the responsible provost for purposes of College reporting to State and federal agencies, as may be required.

III. Committee Responsibilities

The specific responsibilities of a committee can be expected to change as the career program evolves from a developmental stage to an operational one. During the early stages of development, efforts may focus on information gathering and analysis and/or initial curriculum development. As the program is established, attention may shift to student and personnel recruitment, liaison with employers, and/or program evaluation. Some of the specific activities which the committee may become involved in are as follows:

- A. Review and recommend changes to the curriculum.
- B. Participate in program evaluation.
- C. Assist in student recruitment.
- D. Identify scholarship opportunities for students.

- E. Assist in placing students and graduates in employment opportunities.
- F. Identify unique curriculum needs, such as specialized equipment and supplies.
- G. Serve as liaison to employers and to appropriate industry/professional organizations.
- H. Assist in identifying full-time and part-time instructional staff.
- I. Assist in identifying cooperative training opportunities.
- J. Promote a positive awareness of the program in the community.
- K. Help to arrange field trips.
- L. Suggest speakers for classes and meetings.

Administrative Approval: October 18, 1983; October 10, 1989; December 17, 2002.