
A Plan for Selection and Operation

I. Advisory Committees

It is the policy of the Board of Trustees to appoint occupational program advisory committees to assist in the development of the educational program. Committees should include representative citizens who are recognized and respected experts in their fields. A committee is advisory and performs its functions by making recommendations to the college authorities.

II. Functions

A committee may perform all or some of the following functions:

1. Evaluate existing curriculum.
2. Research and provide information concerning program needs, costs, instructional facilities and equipment required, and potential enrollment.
3. Recommend subject-matter changes for new or revised curriculum.
4. Recommend entrance standards for specific curriculum.
5. Provide input for publicizing the content and aims of the curriculum and for program marketing strategies.
6. Inform the college of changes in the labor market, specific needs, surpluses, etc.
7. Serve as a labor market resource for faculty during the program review process.
8. Assist faculty in identifying and articulating expected program/course outcomes as a component of Student Learning Outcomes.
9. Review and endorse program content to ensure that program complies with requirements of any external licensing/accrediting organizations.
10. Assist in fundraising efforts to support the new curriculum.
11. Facilitate the donation of equipment to the program to ensure that students are learning with state of the art technology.
12. Assist in recruiting students for the program.
13. Host internships for students enrolled in the program.

14. Provide job leads and employment opportunities for program graduates.

III. Appointment

At the time committee members are sought, the following points should be elaborated and emphasized as guidelines:

1. Appointees have the time, interest, and experience to qualify for service.
2. The nature of the assignment, the duties performed, and the role of the committee.
3. The amount of time and number of meetings involved.
4. The constitution of the committee including its size, membership, tenure, and rotation of office.

IV. Membership

1. Appointments are made for a three-year term. To ensure continuity in membership, newly organized committees or restructured committees should select members for one, two, or three years. Committee members may be re-appointed.
2. Committee membership shall be representative of the community and the occupations, both employer and employee.
3. Current and former students, now employed in the field, may also be appointed to the committee.
4. The Department/Chairperson or faculty member designated by her/him will personally contact any proposed new members to assure their willingness to be nominated for membership.
5. Persons appointed to the advisory committees will be notified by letter from the occupational department.
6. The Department Chairperson or faculty member designated by her/him will compile a list of active members and submit to the supervising dean. By February 15th, the dean will submit the current list of active members to the Director, Occupational Education and Services.
7. Documentation of advisory committee membership will be prepared by the Director, Occupational Education & Services for the approval of the Vice President of Academic Affairs and forwarded to the Superintendent/President for submission to the Board of Trustees.

V. Role of the Committee Chair

1. A Chairperson for the advisory committee will be selected from the business membership. This person is responsible for planning the agenda with the program coordinator and conducting the meetings.

VI. Meetings

1. The Department Chairperson or designated faculty member will be responsible for developing a schedule of meetings for each advisory committee. Each committee shall meet at least twice per academic year.
2. The Department Chairperson or designated faculty member, in collaboration with the committee chair, will prepare meeting agendas.

3. Full and part-time instructors teaching in subject areas of a particular committee are encouraged to attend as resource persons.
4. Meetings are open to all interested faculty, or other college officials, and interested individuals.
5. Occupational departments must submit a copy of the agenda to the supervising dean and the Director, Occupational Education and Services' office at least 10 days in advance of all advisory committee meetings.

VII. Minutes

1. The Department Chairperson or designated faculty member will be responsible for obtaining minutes of each meeting. Minutes will be submitted to the supervising dean and the Director, Occupational Education and Services within two weeks following each meeting.
2. Minutes should contain a list of members in attendance and a review of the discussion on agenda items, as well as a record of all recommendations.
3. Minutes will be distributed as follows:
 - Director, Occupational Education and Services
 - Supervising Dean
 - Advisory committee members
 - Department Chairperson and involved faculty members