



WAYNE Community College



ADVISORY COMMITTEE HANDBOOK

Introduction

Welcome to advisory committee membership at Wayne Community College. In accepting membership, you are committing your time and expertise to further improve the college's programs and services. For this, we express our thanks. We value your involvement in our quest for educational excellence and solicit your active participation in all phases of the work of your committee.

This manual is intended to present information that will be helpful to you. The purpose, functions, and operations of advisory committees are presented. Please read and retain the manual as a handy reference.

Functions of Advisory Committee Members

Purpose of Program Advisory Committees

Program advisory committees provide a link between the school and the community. They advise the institution regarding the improvement of programs in an effort to more adequately meet the needs of the students and the community.

Program advisory committees are composed of local educators, business and industry representatives, and local citizens from the county service area who are familiar with and interested in the needs of the community. Because committee members have expert knowledge in the areas they represent, their advice is carefully considered by college members. However, their service is limited to suggestions, recommendations and assistance; their authority does not include administrative or fiscal control.

Workforce Needs Assessment

The advisory committee may assist in determining

- labor market trends and opportunities;
- the occupation(s) in greatest demand;
- the jobs within an occupation for which training is needed;
- the need for supplemental/upgrading training for people currently employed;
- the number of graduates who might be needed for employment in the local area or region;
- new areas in which training should be developed; and
- recommendations on the programs to be established, modified, expanded, or terminated.

Program Design and Content Advisement

The advisory committee may assist in determining

- the goals of the program and their relationship to the college's purpose;
- provisions for disadvantaged or disabled students;
- program and course objectives and content;
- program and course learning outcomes;
- the level of knowledge and skill required for workplace effectiveness;
- acceptable performance standards of students and graduates;
- measures of effectiveness of programs; and
- compliance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) Criteria and the NCCCS Programs of Study and Curriculum Standards.

Faculty and Staff

The advisory committee may assist in

- recommending appropriate staffing for the program;
- identifying instructional resources and potential instructors for full-time and adjunct positions;
- assessing the professional development needs of the faculty;
- exposing faculty to current working situations;
- supplementing instruction by serving as guest lecturers, substitute adjunct instructors, or consultants; and
- facilitating tours and/or field experiences for faculty and students or establishing on-the-job training stations for students.

Student Recruitment and Public Relations

The advisory committee may assist in

- developing community awareness of the college's programs, equipment, and facilities;
- communicating the college's programs to the public and gaining its understanding and support;
- promoting the college through speaking engagements, newspaper, radio, television, and other media;
- providing feedback to special populations in the local community, such as the disadvantaged, disabled, and minorities;
- recognizing faculty and students for exemplary performance;
- setting standards for admission into limited enrollment programs; and
- extending the instructional services to those in the work force.

Student Placement

The advisory committee may assist in

- notifying college officials of job openings;
- locating prospective employers to interview graduates;
- informing local employers of the status of the program(s) and providing information on current graduates;
- helping students locate part-time jobs in their field while attending college;
- providing training sites for co-op students, internships, and/or clinical activities; and
- communicating expectations of employers to and conducting mock interviews for students.

Equipment, Facilities and Resources Review

The advisory committee may assist in

- reviewing and recommending equipment and materials acquisitions;
- reviewing the safety training aspects of the program;
- assisting instructional personnel in locating sources of donated or low-cost instructional supplies and equipment;
- evaluating environmental conditions, including requirements for disabled students;
- sponsoring faculty who attend professional development activities; and
- obtaining current publications and teaching aids for the college.

Advisory Committee Operations

Program Review and Evaluation

The advisory committee may assist in

- conducting the established program review processes;
- evaluating the degree to which the college, program, and course learning outcomes are being achieved;
- evaluating the overall quality and effectiveness of the program(s);
- reviewing NCCCS program standards;
- preparing recommendations for program standards; and
- monitoring, where appropriate, employer satisfaction with program graduates.

Membership

The number of members on a program advisory committee varies with the size and nature of the program. The group should not be so large that it becomes cumbersome; it should be of a size to lend itself to informal constructive discussion. The minimum number of members on any one committee will be four, with five to ten recommended. To have a broad representation, it is suggested that only one member per company serve on an advisory committee at any one time. Instructors and other college representatives may serve as ex-officio members of a program advisory committee. It may also include current students and graduates of the program.

Appointment to Committee

Faculty, division heads, and department heads nominate individuals from a cross section of organizations. The Vice President of Academic Affairs and Student Services and Vice President of Continuing Education review and refer these individuals to the president who extends the official invitation to serve on a committee. Re-appointments and replacements are made in the same manner.

Length of Term

Appointments to advisory committees are for periods of one, two, or three years. Terms are staggered to provide for the combination of experience and new ideas, which is deemed beneficial. Members may be re-appointed one year after their term expires. Any immediate re-appointment must be approved by the Vice President of Academic Affairs and Student Services or Vice President of Continuing Education.

Officers

Each advisory committee will elect a chairperson who will preside at all meetings. He/she will work closely with college officials on program related matters and will be consulted when the agenda is prepared. The chairperson will be responsible for appointing subcommittees when appropriate. A vice chairperson will be elected to serve in the absence of the chairperson. A secretary will be appointed by the committee and may be a non-voting college representative. The secretary will announce meetings, communicate information to the members, and record and distribute all minutes of meetings.

Meetings

To function effectively, each advisory committee should meet at least twice each year. Additional meetings should be scheduled as needed. Meetings are scheduled at a date, time, and location convenient for members.

Agendas and Minutes

Meetings will be conducted with a planned agenda. Responsibility for the development of the agenda lies with the advisory committee chairperson and division head. The agenda and any accompanying materials should be sent to each member with the meeting notification to allow the member the opportunity to come to the meeting prepared to take an active part in the discussion. Official minutes are prepared by the committee's secretary and distributed to committee members as soon after the meeting as possible. Minutes are filed in the division offices and the office of the Vice President for Academic Affairs and Student Services.

Lines of Communication

Official minutes serve as the primary communications vehicle. Recommendations are highlighted in the minutes, responded to in writing by college officials, and included, as appropriate, in the planning process. Division and department heads are responsible for coordinating and communicating responses to recommendations.

Program Advisory Committees

Notes

Curriculum Advisory Committees

1. Accounting , Business Administration, Marketing, Operations Management
2. Agribusiness Technology
Livestock and Poultry Management
Forest Management Technology
Turfgrass Management Technology
3. Information Systems Technology
Office Systems Technology
4. College Transfer
5. Nursing
6. Medical Lab Sciences
7. Dental
8. Criminal Justice
9. BLET
10. Early Childhood
11. Machining
12. Welding
13. Air Conditioning, Heating and Refrigeration
14. Electronics/Industrial Systems/Drafting
and Design
15. Automotive
16. Autobody
17. Aviation
18. Human Services Technology

Continuing Education Advisory Committees

1. Basic Skills
2. Business and Industry
3. Fire, Rescue, and EMS
4. Information Technology
5. Occupational Extension
6. Allied Health
7. Compensatory Education
8. Real Estate

Wayne Community College
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Contact Information

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