AMARILLO COLLEGE
ADVISORY COMMITTEE HANDBOOK
Revised June 2, 2014

PURPOSE

The purpose of this handbook is to describe the requirements for advisory committees including the major functions and responsibilities of advisory committee members.

PHILOSOPHY OF ADVISORY COMMITTEES

The career and technical education (CTE) programs offered by Amarillo College (AC) are designed for students who desire an education in a specific occupational field. Each program is structured to meet specific employment opportunities that are expected to exist at the time students complete the educational process.

The success of these programs in preparing a student to meet the job market requirements of a particular profession is dependent upon a close cooperation among the college and the businesses/industries who will be seeking the graduates as employees. One method of ensuring this close cooperation is to utilize an advisory committee made up of prospective employers and their employees from outside the formal educational discipline. These committee members are professionals who can advise the educational staff on establishing and maintaining a quality program – one that is current and provides an education that fulfills the needs of an entry-level employee.

In Texas, program advisory committees are mandated by the Texas Higher Education Coordinating Board (THECB) Guidelines for Instructional Programs in Workforce Education (GIPWE). As the committee name implies, an advisory committee is strictly advisory in nature but the focus of the meetings must be to receive input from the members. Its function will be to assist and support the program manager rather than to administer, establish, or direct college policy. The THECB requires that each program advisory committee meet at least one time during each academic year and maintain contact throughout the year to apprise the members of the program's performance. Some programs, accredited by external agencies, are required by those agencies to meet more often.

ADVISORY COMMITTEE MEMBERSHIP

Responsibility for the organization of an advisory committee and the selection of its members rests with AC. All committee members receive appointment letters from AC's President at the recommendation of the respective program manager.

Advisory Committee members <u>must include</u>:
1. Business/industry representatives who are employed in the discipline's field but are not employed full-time by AC.
2. The members should broadly represent the demographics, including ethnic and gender diversity, of the institution's service area as well as the occupational field in all sectors of the business community within the institution's service area.
3. Members should be well-informed about the knowledge, skills, and abilities required for the occupation for which they are providing.
4. Employers for students within/from AC's service area and/or of those communities where program affiliates (any business/industry that provides employment or pre-employment opportunities for AC students in the particular program) exist.

Advisory Committee members <u>may also include</u>:
1. AC part-time faculty who teach in the discipline but hold full-time employment in the discipline's field; and
2. Faculty and staff of senior institutions with which AC holds program articulation agreements.

Additional criteria to select the advisory committee members may include:
1. The member should have a general interest in post-secondary education.
2. The member should be willing to serve on the advisory committee, an assigned sub-committee, and attend the scheduled meetings.
3. The member should be willing to express and defend a point of view (be proactive).
4. The member should be willing to learn about the structure and operation of the AC program being served by the committee.

If additional assistance is needed by the committee in solving a unique problem, special advisors may be invited by the college President and/or program manager to provide such assistance. These experts would participate in the work of the committee on an ad hoc basis and serve strictly in an ex-officio capacity.

Ex-officio membership for the Advisory Committee may include the following positions:
1. Vice-President of Academic Affairs;
2. Instructional Dean;
3. Program Manager;
4. Program Faculty;
6. Respective Divisional Advisor; and,
7. Any special advisor that may be appointed.

The primary role of the ex-officio member is to learn from the input of business/industry professionals. While ex-officio members may comment during discussions, formal actions such as motions, seconds, and voting are exclusively the rights and responsibilities of Advisory Committee members. Thus, the ex-officio members are to listen and provide insights when called upon by the Advisory Committee membership.

ADVISORY COMMITTEE FUNCTIONS
As stipulated by the THECB, each program's Advisory Committee must provide input on annual basis regarding the following 9 function topics (seek to address at least 3 annually):
1. review/evaluation of the goals and objectives of the program curriculum;
2, establish/review/update workplace competencies for the program occupation(s) (i.e. assessment of student performance on competencies);

3. suggest program revisions as needed (i.e. curricula content - specific courses; curricula pattern - order of courses, standards of excellence in all courses; evaluation expectations for student performance);
4. evaluation of the adequacy of existing college facilities and equipment;
5. advise college personnel on the selection and acquisition of new equipment;
6. identify and recommend local business and industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
7. assist in the professional development of the faculty;
8. identify ways to assist in promoting and publicizing the program to the community and to business and industry; and
9. represent the needs of students from special populations.

Additional input may be provided on other items including but not limited to:
10. Student placement and program affiliations;
11. Employment needs surveys;
12. Recruitment of new students;
13. Admission procedures;
14. Graduate placement and follow-up; and,
15. Relationship with AC

GENERAL INSTRUCTIONS

The advisory committee must meet a minimum of one time during each academic year but may meet more often as deemed necessary. In addition, the program's Advisory Committee must receive updates on program performance throughout the year.

Membership List for each Academic Year:
1. Before the end of each September, each program manager will post the Advisory Committee Membership roster including name, title and affiliation by sending the roster to the Electronic Archives email for posting.
2. The program manager shall appoint one committee member from the group to serve as the committee chairperson for that academic year and identify the chair of the membership roster.
3. The program manager will update the Advisory Committee Membership roster annually.

Specific duties of the chairperson include:
1. Preside at all meetings of the committee-of-the-whole;
2. Ensure that the Advisory Committee members have been given an annual opportunity to provide input on the 9 required function topics
3. Serve as an ex-officio member of all sub-committees; and,
4. Designate any sub-committee and appoint the committee chairperson and its members, and charge the committee with its specific assignment.

Requirements of Minutes:
1. All meetings of an advisory committee must be recorded and signed as official minutes by the recording secretary who may be an AC employee (i.e. Dean's assistant, department assistant) or an assigned designee.
2. Minutes for any sub-committee meetings shall be recorded and signed by the recording secretary who may be one of the sub-committee members at the direction of the sub-committee chairman.
3. Minutes of all meetings (full committee, sub-committee, electronic correspondence) and the advisory committee membership must be posted on the Amarillo College Committee website within one month of any meeting. Minutes/relevant correspondence and memberships shall be sent to the Electronic Archives email to ensure posting.
4. All minutes must include identification of committee members (name, title, and affiliation).
5. All minutes must indicate each committee member's presence or absence from the meeting which identifies that a quorum was present;
6. All minutes must include the names and titles of others present at the meeting;

7. Each set of minutes must provide evidence that business/industry partners have taken an active role in making decisions that affect the program.

The Perkins Administrator may audit Advisory Committee minutes and memberships to ensure compliance with THECB GIPWE requirements and will require the Deans to correct the identified problems.

MEETING AGENDA

The agenda items for each meeting of the committee-of-the-whole shall include, but not necessarily be limited to the following items:

I. Appointment of a committee chairperson
II. Introduction of everyone in attendance, including any guests
III. Review and approval of the minutes from the previous meeting
IV. Old Business - Update on actions recommended by Advisory Committee at previous meeting
IV. New Business - Advisory Committee members input on at least 3 of the 9 function topics:
    A. review/evaluation of the goals and objectives of the program curriculum;
    B. establish/review/update workplace competencies for the program occupation(s);
        1. assessment of student performance on competencies (student learning outcomes)
    C. suggest program revisions as needed (i.e.
        1. curricula content - specific courses;
        2. curricula pattern - order of courses,
        3. standards of excellence in all courses;
        4. evaluation expectations for student performance);
    D. evaluation of the adequacy of existing college facilities and equipment;
    E. advise college personnel on the selection and acquisition of new equipment;
    F. identify and recommend local business and industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
    G. assist in the professional development of the faculty;
    H. identify ways to assist in promoting and publicizing the program to the community and to business and industry; and
    I. represent the needs of students from special populations.

V. Other
VI. Adjourn