

AMARILLO COLLEGE

ADVISORY COMMITTEE HANDBOOK

PURPOSE

The purpose of this handbook is to describe the philosophy of Amarillo College concerning the use of advisory committees and to define the major functions and responsibilities of advisory committee members.

PHILOSOPHY OF ADVISORY COMMITTEES

The Career and Technical programs offered by Amarillo College 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 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). As the committee name implies, an advisory committee is strictly advisory in nature. 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. 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 the college. All committee members will be appointed by the Amarillo College President at the recommendation of the respective Program Manager.

Advisory Committee Members should be residents of Amarillo and/or of those communities where program affiliates are located. A "program affiliate" is any business that has contracted with Amarillo College to provide students of the respective program with hands-on training in the discipline. The following criteria is used to select the advisory committee members:

1. The member should have a general interest in post-secondary education.
2. The member should be willing to serve on the advisory committee, and any 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 Amarillo College program being served by the committee.

Specific membership for any Advisory Committee (Committee-of-the-Whole) shall include the following members:

1. Adjunct Faculty from each Program Affiliate where students are placed for training purposes;
2. Community Representative (someone not directly associated with the discipline or Amarillo College);
3. Representative from Higher Education outside of the discipline (can be AC employee/faculty member from another program);
4. Student Representative (elected by the students enrolled within the program); and,
5. Other Members as deemed appropriate by the Program Manager.

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 shall include the following positions:

1. Vice-President of Academic Affairs;
2. Instructional Dean;
3. Program Manager;

4. Program Faculty;
6. Respective Divisional Advisor and any special advisor that may be appointed; and,
7. Perkins Activity Coordinator.

Ex-officio members may participate in all discussions but may not make motions or second motions and may not vote on any matter when a vote is taken.

ADVISORY COMMITTEE FUNCTIONS

The Advisory Committee shall be concerned with providing program assistance in each of the following areas:

1. Curriculum content (specific courses);
2. Curriculum pattern (order of courses);
3. Standards of excellence in all courses;
4. Student evaluation;
5. Student placement and program affiliations;
6. Employment needs surveys;
7. Recruitment of new students;
8. Admission procedures;
9. Graduate placement and follow-up; and,
10. Community College relations.

GENERAL INSTRUCTIONS

The advisory committee shall be required to meet a minimum of one time during each school year but may meet more often as deemed necessary.

Prior to the start of the annual meeting, ensure you have a quorum. (A quorum is one half of your Committee Members plus 1. Please verify you are expecting a quorum at least two days prior to your meeting. If you feel you will not make a quorum, then you will need to reschedule your meeting for another date and time.) The program manager shall appoint one committee member from the group to serve as the committee chairperson for that academic year. Specific duties of the chairperson include:

1. Preside at all meetings of the committee-of-the-whole;
2. Serve as an ex-officio member of all sub-committees; and,
3. Designate any sub-committee and appoint the committee chairperson and its members, and charge the committee with its specific assignment.

Minutes for all meetings of the committee-of-the-whole shall be recorded by the Division/Department secretary or assigned designee. Minutes for any sub-committee reports shall be recorded by one of the sub-committee members at the direction of the sub-committee chairman. Minutes of all meetings and the advisory committee membership will be posted on the Amarillo College Committee website. Minutes and memberships shall be sent to the Perkins Activity Coordinator, who will go over the minutes and memberships and forward to the Dean of Academic Outreach whose office is responsible for posting and maintaining an Advisory Committee database.

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:

1. Appointment of a committee chairperson
2. Introduction of everyone in attendance, including any guests
3. Review and approval of the minutes from the previous meeting
4. Continuing Education Report
5. Report from the Division Advisor
6. Old Business
7. Member Reports
8. Ex-Officio Member Reports:
 - A. Report from the Program Manager
 - B. Report from each Faculty member (if any)
 - C. Vice President of Academic Affairs
 - D. Instructional Dean
9. New Business
10. Adjourn

Acknowledgement Form

I, _____, hereby acknowledge that I have received a copy of the Advisory Committee Handbook and that I have also read and understand the policies and procedures within. I will adhere to all guidelines set forth within the handbook to the best of my ability. I also understand that it is my responsibility, as the Program Manager/Coordinator, to ensure that we are in compliance with all policies and procedures here within.

Program Manager/Coordinator

Date

Dean

Vice President of Academic Affairs

Perkins Activity Coordinator