

# PROCEDURE

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Related Policy: 8.2.8  
Title: Curriculum Advisory Committees  
Responsibility: Vice President for Academic Affairs

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President

## I. Purpose

Programs of technical education should be an integral part of the community in which they exist and must reflect the day-to-day occupational life of that community.

Close cooperation between the College and those in the work force of the service area is essential. One of the most effective formal means of providing for this type of cooperation is the lay advisory committee.

The South Carolina State Board for Technical and Comprehensive Education has issued a policy stating "For all curricula approved for implementation by south Carolina technical colleges, each college will form an active lay advisory committee form the college service are to provide appropriate input and advice". Each advisory committee will be representative by number, composition, and experience of the occupations reflected in each curriculum. The advisory committee may serve one or more curriculums within a cluster as deemed most advisable by the appropriate Associate Dean, Assistant Vice President for Academic Affairs/Dean, Vice President for Academic Affairs, and the President.

Technical education, through close cooperation with the community, prepares students to enter the labor force and supplies the means for upgrading their skills. Therefore, it must be evaluated and reevaluated by persons engaged in the various occupational fields in order to be certain that its instruction is relevant.

The establishment of advisory committees is an efficient and logical way of providing this evaluation.

## II. Function

The duties of the advisory committee should extend beyond giving advice, however, the members should be aware that they have neither legislative nor administrative authority.

The major function of the local advisory committee is to provide appropriate input and advice toward the establishment of practices that will keep instruction practical and functional. In order to keep programs realistic, committees should take an active part in verifying courses and course content since members have the essential, specialized knowledge of the needs of the service area. Representatives of the fields for which instruction is to be provided, and instructional content. All phases of training should be reviewed periodically in order to keep them occupationally oriented and up-to-date.

Among the many functions an advisory committee may utilize to assist and help the technical educator are the following:

1. Making community surveys.
2. Determining and verifying the need for training.
3. Providing tangible evidence that business or industry is supporting the program.
4. Reviewing past accomplishments and forecasting trends affecting training and employment.
5. Evaluating the program.
6. By providing financial, legislative and moral support.
7. Championing the program to the community and to employers.
8. Planning facilities and establishing standards for shop and lab planning.
9. Establishing standards for selecting equipment and instructional materials.
10. Securing donations of equipment and supplies.
11. Relate new technical developments that require changes in the curriculum.
12. By offering guidance and support in technical matters.
13. Selecting production work to be used or instructional vehicles for accomplishing course objectives.
14. Providing accurate occupational information.
15. Finding placement opportunities for students.
16. Determining criteria for evaluating student performance.
17. Developing cooperative work experience programs and internship opportunities for students.
18. Providing support toward a viable return-to-industry program for faculty.
19. Providing an additional effective public relations instrument for the College.
20. Providing input on program and student learning outcomes.

### **III. Membership**

Each advisory committee will be representative by number, composition, and experience of the occupation reflected in each curriculum. The advisory committee may serve one or more

curriculums within a cluster as deemed most advisable by the Vice President for Academic Affairs. Members chosen should have had recent, successful, firsthand, and practical experience in the Committee's area of concern, and evidence substantial interest in the program. Candidates for membership should be responsible, civic-minded, and cooperative. Members chosen should be available to attend meetings and should be well informed about College activities in general. In addition, each curriculum should select one former graduate, where feasible, to serve as a member. Members chosen shall serve a minimum of one academic year. Members may be added or replaced on a year-to-year basis, with the provision that a member may serve two or more successive years. Candidates for membership for each curriculum are to be carefully screened by the Academic Chair; the Academic Chair then makes his or her recommendation to the Assistant Vice President for Academic Affairs/Dean or Associate Dean for his/her approval. Each curriculum advisory committee shall serve the curricula, for which they are chosen, on any campus of the College. Each advisory committee shall consist of a minimum of seven members and a maximum of 20 members.

#### **IV. Reports**

It is the responsibility of the Academic Chair to submit all advisory committee reports for each program to the appropriate office. The Advisory Committee Membership Listing to include member's name, contact information and place of employment should be sent to the Office of the Vice President for Academic Affairs annually. A copy of each meeting agenda and minutes should be sent to the Office of the Vice President for Academic Affairs, as well as, the appropriate Assistant Vice President for Academic Affairs/Dean within thirty (30) days of the held advisory committee meeting.