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TITLE:	PROGRAM ADVISORY COMMITTEES	
EFFECTIVE:	<u>September 1, 2011</u>	
LAST REVIEW:		
LAST REVISION:	<u>February 2, 2018</u>	Policy No: <u>1.010.2</u>

Introduction

SOWELA Technical Community College (SOWELA) is committed to offering high-quality programs based on a rigorous, coherent curriculum. SOWELA is also committed to adhering to the policies and requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Louisiana Community and Technical College System (LCTCS).

Policy Statement

Each career and technical education program of study is required by SOWELA Technical Community College (SOWELA) to have an advisory committee. Clusters of programs that are closely related may choose to have joint advisory committees.

Advisory committees must meet twice each year with at least one face-to-face meeting. The agenda is determined by program needs for discussion and requirements as established by accrediting agencies.

An advisory committee is a group of community members (knowledgeable in the career and technical education field and drawn from both small and large companies, management and labor, other educational institutions, both genders, and people of different ethnic backgrounds) who work collaboratively with career and technical education program faculty to plan, evaluate, and improve the technical program.


Purpose

The advisory committee provides ongoing evaluation, consultation, research, and recommendations on the career and technical education program curriculum to keep it current with the knowledge, skills, attitudes and values collaboratively identified by representatives of education and the industry partnership. The advisory committee functions as a partner in the collegiate structure and process for planning and continuous improvement, and articulates short and long term goals and objectives for the program.

The advisory committee focuses on curriculum content and resources; teaching methodology and curriculum development remains with the college faculty. Members of the advisory

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Responsible Administrator: Vice Chancellor for Academic Affairs

LCTCS Policy Reference: N/A
LCTCS Guideline Reference: N/A

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Chancellor

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committee provide history, vision, and an awareness of workplace current practice and future trends and prevailing social and economic issues.

Responsibility

The Advisory Committee meets a minimum of twice each academic year (one meeting must be face-to-face) with career and technical education program faculty and other college members; members participate in the work of the committee according to established techniques for group problem solving, decision making, and short and long term planning.

Procedural Matters

Each advisory committee must have at least three members external to the school. The committee will meet at least bi-annually with at least one face-to-face meeting and keep minutes of the meeting to document their activities and recommendations. The committee is used to provide community involvement in maintaining a relevant mission for the program/school. An evaluation of the mission statement will be done annually. This committee is used to ensure that desirable, relevant and current practices are being taught in each program of study. All plans are evaluated by staff, faculty and advisory committees for analyzing its effectiveness. Advisory committees are to provide consultative assistance to the administration of the college to ensure that the institution continually strives to meet the occupational education needs of the community.

The steps utilized to develop advisory committees for the programs at SOWELA shall include the following: Criteria and procedures for member selection:

- Faculty and administrators seek interested employer representatives to volunteer as industrial advisory committee members based on the subject matter expertise and their employment or potential employment of program graduates in their workforces.
- Advisory committee members are selected by the faculty and administration to represent a segment of the industry/career field where the program graduates find or are likely to find employment.

Member term of service:

- Advisory committee members serve three (3) year terms, and may succeed

themselves. Methods for conducting business:

- A formal (electronic is acceptable) notification letter is sent to each committee member requesting his/her presence at the meeting. The agenda may be included to facilitate discussion/input from the committee members.
- Each member is asked to sign an attendance record, give a brief introduction, and note the facility he/she represents.
- A detailed agenda is shared with each committee member
- Minutes are recorded
- Advisory committee meeting minutes are maintained by the Academic School on the College's portal or shared site
- Faculty and administration review action items in minutes and address them appropriately.
- Faculty and administration report progress on action items at the next advisory committee.