

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**ADVISORY COMMITTEES**

Date approved by cabinet: April 26, 2023

Effective Date: June 5, 2023

Expiration date (5 years from effective date if not renewed): June 5, 2028

Section 1. Policy

- 1.1. Consistent with the Carl Perkins Act, all BridgeValley Community and Technical College (College) career-technical programs shall establish and maintain program advisory committees comprised of business and industry partners, program graduates, and current employers of program graduates to assist in the planning, implementation, and maintenance of sound, relevant educational programs that meet the needs of regional employers and accrediting entities.

Section 2. Function and Responsibilities**2.1. Function - Advisory Committees**

- 2.1.1. Serve as a direct communication link between academic programs and regional employers.
- 2.1.2. Identify current skills and knowledge needed to be successful in the workplace.
- 2.1.3. Recommend competent personnel from the appropriate fields as potential contributors to the programs; e.g. guest speakers/adjunct instructors.
- 2.1.4. Recommend program objectives that will allow program graduates to achieve success in relation to the current and future demands of the discipline.
- 2.1.5. Suggest ways for improving the public relations between the academic programs and the public to improve recruitment of new students.
- 2.1.6. Assist in identifying clinical internships, training sites, and other experiences as appropriate to the academic programs.
- 2.1.7. Keep the academic programs informed of changes in the labor market, specific workforce training needs, and trends.
- 2.1.8. Keep the academic programs informed of changes in professional standards and related areas which should be reflected in the curriculum.

- 2.1.9. Assist in procuring equipment, supplies, and monetary donations for academic programs.
- 2.2. **Authority** - The committees are to be advisory in nature and shall have no administrative authority.

Section 3. Operation and Membership

- 3.1. **Size** - A committee of 6 to 12 members is recommended.
- 3.2. **Composition** - At least four essential points should be kept in mind when selecting members to serve on an advisory committee:
 - 3.2.1. **Experience:** Members must have had recent, successful, first-hand, practical experience related to the appropriate programs.
 - 3.2.2. **Character:** Candidates for membership should exhibit and express an interest in serving the community, the college, and the profession.
 - 3.2.3. **Scope of Program:** Committee membership should reflect the scope of industry/business which is served by the program. Programs with a national focus should have an advisory committee that is reflective of the type of business/industry which employs graduates.
- 3.3. No specific guidelines can be drawn in regard to actual composition of committees, but the following should be kept in mind:
 - 3.3.1. Local/regional/national employers who hire graduates should be invited as the majority of membership; balance the remainder of the committee with recent alumni and students.
 - 3.3.2. Establish three- or five-year staggered terms ensuring fresh perspectives for the program.
- 3.4. **Length of Membership:** Length of membership should run from three to five years and be on a staggered basis. Suggestions for membership should be accepted from the current committee membership and/or other sources.
- 3.5. **Invitation to Join:** Invitations to join the committee should be issued by the department chairperson with letters of appointment and appreciation.

Section 4. Officers and Meeting Management

- 4.1. **Chairperson:** The chairperson of a newly formed advisory committee may be the departmental chairperson. Once the committee has become established, the chairperson should be elected from among the members. The chief duties of the chairperson are to

preside at all meetings of the committee and keep meetings on schedule and informative. She/he also collaborates with the departmental chairperson in preparing the agenda and assures that the meeting minutes are distributed to all committee members, the Chief Academic Officer.

- 4.2. **Secretary / Scribe:** A secretary/scribe, may be elected by the committee or appointed by the chair. Administrative assistants for the division or departments may serve in this role. The secretary/scribe is responsible for recording the minutes of the meeting and preparing other written materials necessary to the function of the committee. The secretary/scribe also notifies members of the time and place of the meetings. *(The cost of duplicating materials and mailing is to be the responsibility of the academic programs within the college.)*
- 4.3. **Frequency of Meetings:** It is suggested that committees meet no less than once a year.
- 4.4. **Planning of Agenda:** The planning of the agenda should be primarily the responsibility of the academic program chair/or program coordinator and the advisory committee chair; however, all members of the committee should be encouraged to contribute to agenda planning.
- 4.5. **Recommendations of the Committee:** Recommendations of the committee should be in writing and should be channeled through the proper authorities for consideration.
- 4.6. **Volunteerism:** Volunteers should be acknowledged for service on advisory committees frequently through invitations to college functions, letters to supervisors, awarding of certificates, presentation of college logo items, and issuance of news releases that communicate service to the general public.