



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Program Advisory Committees
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Board Policy Reference: I.B.

Accountable Administrator: Vice President, Instruction
Position responsible for updating: Vice President, Instruction
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Purpose/Principle:

Today's rapidly changing workplace requires that career and technical education (CTE) programs work closely with the businesses and industries in the communities that they serve to provide high quality, state-of-the-art training.

- 1) Advisory committees are the most effective way for public vocational education programs to communicate with the industries they support. Advisory committees provide a direct channel for advice from local employers.
- 2) Advisory committees offer one of the best tools for ensuring that the professional/technical programs reflect the appropriate knowledge, skills, and attitudes needed by employees in the occupations served.
- 3) Advisory committees provide access to the latest technical information, equipment, and employment opportunities for students.

As indicated by their title, advisory committees provide advice to the college in matters related to their career areas. They also contribute assistance, support, and advocacy. The primary purpose of advisory committees is to promote greater cooperation between technical education providers and the private sector in preparing individuals for employment, promoting high-quality education, and making the delivery system more responsive to labor market trends.

Advisory committees are recommending bodies. They do not have any administrative authority and are not intended to subrogate the prerogatives of the Board of Education or to interfere with the College administration's management of its career and technical

programs. The official channel of communication to the college is through the position charged with coordinating the career and technical programs.

Definition/Procedures:

The following procedural elements are set forth to establish and operate effective advisory committees and to support excellence in career and technical programs at Blue Mountain Community College.

- 1) Each vocational program will have a separate advisory committee. Closely related programs may have interlocking advisory committees. For the establishment of a new program, steering committees will be set up to study their possibilities.
- 2) Membership of advisory committees is made up of private-sector volunteers and college staff involved with the program. Private sector volunteers have an expert working knowledge of various aspects of the field(s) they represent. Both employees and management will be represented on the committee, about 50% each.
 - a. Private-sector volunteers are full advisory committee members with voting rights on procedural issues.
 - b. College staff who teach/work in the program are required to attend program advisory committee meetings. They are ex-officio members who do not vote on issues.
 - c. CTE advisory committee meetings are open to any interested party.
 - d. Total membership is intended to be approximately 12 persons.
- 3) Advisory committee members are appointed by the program chair/coordinator in consultation with the office of instruction.
 - a. The nominal term of service is three (3) years.
 - b. Members may volunteer for additional terms.
 - c. Members who miss three (3) sequential meetings will be contacted by the current advisory chair to determine their continued interest.
- 4) A chairperson will be elected from the private-sector members. The term for the chairmanship is one year. A chairperson can be re-elected for successive terms.
- 5) A program instructor or designee serves as the recorder for the advisory committee. It is his/her responsibility to schedule meetings (with the concurrence of the chair), and take, distribute, and file minutes in accordance with admin procedure 06-2006-0003, Meeting Records Retention. Correspondence will be handled through the position charged with coordinating the CTE program.
- 6) CTE advisory committee activities include, but are not limited to, proposals, evaluations, reviews, and recommendations regarding:
 - curriculum
 - equipment and facilities
 - instructor/staff hiring

- staff development
 - professional certification
 - program review
 - placement of graduates
 - community relations
 - community resources
 - recruitment
 - student organizations
 - legislation
- 7) Each committee will meet at least two (2) times a year to conduct business. Additional meetings may be held as needed.
- 8) Notification of meetings will be the responsibility of the recorder.
- a. Such notices will be sent on College stationery with at least two weeks notice.
 - b. The meeting agenda and the minutes of the previous meeting will accompany this notice.
 - c. Where necessary, emergency meetings may be called by the chair on short notice, by telephone.
 - d. Minutes of advisory committee meetings are filed in the office of the position charged with coordinating the CTE program within thirty (30) days of the meeting.
- 9) Communications from the advisory committees to the College shall be addressed by the person charged with coordinating the CTE program.