

# **Program Advisory Committee Handbook**

**2017-2018**



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## **INTRODUCTION**

Education at Southern Crescent Technical College is based on the belief that occupational preparation is an integral part of the total education of every individual. Programs and courses should enable students to develop skills, knowledge, and attitudes essential to obtaining employment, to securing a job and to gaining promotion in their chosen field. Program advisory committees provide expert support for degree, diploma, and certificate programs. The committees are composed primarily of members who currently work in the occupational areas and are knowledgeable of current advances and trends in the occupation. Program advisory committees evaluate programs, make recommendations to improve program content and operation, and may be called upon to offer broad-based feedback on college initiatives that directly influence programs.

Southern Crescent Technical College encourages the involvement of community representatives. Southern Crescent Technical College will continue to foster and maintain an active partnership with business and industry to assure the quality and validity of the programs offered.

## **SCTC MISSION STATEMENT**

Southern Crescent Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that delivers relevant technical education at the associate degree, diploma, and certificate levels and workforce training programs via traditional and distance learning formats that promote lifelong learning and impact economic development in the west central Georgia region that spans south of Atlanta and north of Macon.

## **SCTC VISION STATEMENT**

Southern Crescent Technical College is structured through ongoing assessment and strategic planning to emerge as the preeminent technical college that develops students to become globally work-ready employees through the unification of focused instruction, access to industry-relevant technology and facilities, and a culture of engagement, communication, and support.

## SCOPE OF COMMITTEE WORK

The Program Advisory Committee at Southern Crescent Technical College will advise on the development, operation, and evaluation of the program for which it was appointed. The following committee functions outline the scope of work and are presented so that individual members of the advisory committee will understand how they might best serve the college.

### PROGRAM/COMMUNITY

The advisory committee can assist in determining:

- the jobs within a technical field for which training is needed;
- the need for upgrading training for those already employed;
- new areas in which training should be developed;
- whether or not technical programs should be established, expanded or eliminated.

### CAREER GUIDANCE/STUDENT PLACEMENT

The advisory committee can support the program by:

- providing internships or co-op opportunities;
- notifying faculty of job openings;
- employing graduates;
- meeting with high school counselors and other secondary school personnel to assist in the articulation of programs within the field;
- assisting as sponsors for career day/job fairs;
- assisting with drug-free workplace activities.

### CURRICULUM EVALUATION

Curriculum concerns appropriate for the committee are:

- Are course objectives related to the competencies needed for employment?
- Are students supplied with adequate and accurate career information?
- Is there a relationship between the technical courses and college curriculums?
- Does the curriculum emphasize the development of human relations skills and positive attitudes towards work? (Work Ethics Skills)
- Are the instructional materials appropriate?
- Are the special needs of the disadvantaged and disabled considered in the curriculum content?

## **PUBLIC RELATIONS/RECRUITING**

The advisory committee can assist in:

- developing community awareness of Southern Crescent Technical College's faculty, facilities, and equipment.
- suggesting ways to promote Southern Crescent Technical College through speaking engagements, television, radio, and other media.
- establishing an awards program for outstanding students and alumni.
- developing a public relations calendar for the academic year by program.
- providing a communications channel between Southern Crescent Technical College and the community.
- offering feedback on college marketing initiatives.

## **LOCAL ADVISORY COMMITTEE INFORMATION**

Program advisory committees at Southern Crescent Technical College are composed mainly of persons in the industry served by the program and include persons within the community and employment market of the College's service area. The committees collectively advise instructors and administrators regarding design, development, evaluation, maintenance, and revision of programs. Committee members have the expertise and skills to provide assistance for the benefit of the student.

The purpose of a program advisory committee includes assisting with developing strategic and operational goals, providing recommendations regarding course offerings, equipment, and physical facilities, and assisting in evaluation of program effectiveness.

### **MEMBERSHIP**

Membership of a program advisory committee should include a cross-section of representatives from program-related businesses and industries from the community that it serves.

### **QUALIFICATIONS FOR MEMBERSHIP**

Procedures for the selection and appointment of the advisory committee members may vary by program; however, there are four essential qualifications:

- Each member must be competent in the specific area being served.
- Each member must be interested in occupational education.
- Each member must be willing to devote adequate time to serve.
- Each member must exhibit a strong sense of civic mindedness, character, and responsibility.

## COMPOSITION OF THE ADVISORY COMMITTEE

The minimum size of a program advisory committee will be three individuals from outside the College. In an attempt to have broad representation, no more than one member per organization (except where the business/company has multiple facilities and more than one area of expertise needs to be represented) should serve at one time. Also, no more than two program graduates should serve at one time, and each should have three years minimum work experience. The faculty of the program will serve as ex-officio members of the committee. The advisory committee may include at least one secondary faculty member from a program-related area if a related program is offered in the Southern Crescent Technical College service area.

The advisory committee elects a lay member to serve as chairperson. The chairperson presides at meetings and works with Southern Crescent Technical College personnel in calling meetings and accomplishing the meeting agenda. A vice-chairperson is elected to serve in the absence of the chairperson.

A second lay member will be designated to serve as recording secretary. Responsibilities include the following:

- announce any meetings called outside of the two meetings sponsored by the college annually;
- communicate information with the advisory members and the college;
- record and submit copies of the minutes to the college (specifically the Program Coordinator, the Program Advisory Meeting Facilitator, and the Office of Institutional Effectiveness), as well as all committee members.

Program instructors maintain an open file of minutes and related documents for a minimum of four years. Documents filed should include evaluation criteria, committee program of work, and the membership roster.

## LENGTH OF SERVICE

All members are selected upon the recommendation of the program faculty for a period of three years. However, should a member desire to serve more than three years and it is in the best interest of both parties, the member will be allowed to serve more than three years. In the event that a member should become inactive during his/her term, that member will be asked to resign and will be replaced (missing two consecutive meetings constitutes being inactive). Provisions will be made for rotating replacements to ensure that experienced members will always be serving on the committee.

## SELECTION PROCEDURES

The procedures used for selecting members are as follows:

- The program coordinator prepares a list of potential program advisory committee members.
- The list is updated annually.
- The program coordinator makes informal contact with potential members to ascertain their interest and willingness to serve on the advisory committee.
- The program coordinator sends a letter of appointment to each committee member.

If the committee is newly formed, then the program coordinator convenes the initial meeting and reviews the purpose and function of the group. Officers of the committee are elected during the initial meeting, thus making the committee operational. If the committee is merely adding new members, then the program coordinator will informally review the purpose and function of the group with the new members prior to their attendance at the next regularly scheduled meeting, where the new members will be introduced to the existing group.

## OPERATIONAL ASPECTS

All program advisory committee meetings will operate under the following assumptions:

- One fall and one spring meeting will be hosted by the college annually. These meetings will include a General Session, which provides advisory members relevant and timely information about college initiatives affecting program areas, and a Program Session, which is the regular business meeting for the advisory committee to accomplish its program of work (See Appendix B for Agenda Templates and Appendix C for Meeting Minutes Templates. Note templates differ for meetings occurring on an alternative schedule).
- Meetings will be conducted with a planned agenda that is sent at least 48 hours in advance to committee members. The agenda for the fall and spring meetings hosted by the college will be the responsibility of the Program Advisory Committee Meeting Facilitator, who will work cooperatively with Academic Affairs and program coordinators to distribute information to advisory committees. Meetings held separately from the college-sponsored meetings in fall and spring will be the responsibility of the program coordinator working cooperatively with the committee chairperson. Such agendas should include material from the General Session of the college-sponsored meeting if the committee will not be in attendance.
- The number of meetings to be held each year is dependent on the specific situation and need of the program. The minimum requirement of two meetings annually must be met. Per SCTC procedure, two of the program's annual advisory meetings should be held in person. Additional meetings (above the minimum two) may be held electronically.

- Dates, times, and places of meetings will be established early to accommodate committee members' schedules.
- Minutes will be kept by the recording Secretary, the Program Coordinator, and Southern Crescent Technical College's Institutional Effectiveness Office for four years. The college requests that advisory committees use the Program Advisory Meeting Minutes Template in Appendix C as these templates include such required information as date, members present, progress toward program of work, updated membership roster, and discussion of general session and program business. Rosters will be verified at check in for the college meetings; otherwise, an alternative roster verification form can be found in Appendix E.
- Robert's Rules of Order will be used to provide uniformity to the meetings (See Appendix D).

## **FUNCTIONS OF ADVISORY COMMITTEE**

The committee's major function is the identification, development, planning, and maintenance of the total education program of a particular occupation or technical field. Specific functions are to:

- assist in program evaluation, including recommendations regarding curriculum content, work ethics traits and student learning outcomes.
- assist in the selection of textbooks and other instructional materials.
- provide advice concerning lab or classroom layout and organization.
- review and recommend requirements for program admission (See Appendix F for a guide).
- provide the program faculty with competent resource individuals to improve instruction, skills, and knowledge pertaining to the job.
- assist in job placement.
- assist in development of community understanding and program support.
- counsel in faculty recruitment and selection.
- assist in developing, implementing, and revising annual and long-range plans.
- organize efforts to raise money for student scholarships if the committee identifies a need.
- provide assistance in obtaining equipment and instructional materials as on loan or at a lower cost.
- coordinate donation of equipment or materials to the college for use by the program if the committee identifies a need.

## **ADVISORY COMMITTEE MEETING INSTRUCTIONS**

Review the following State Board Policies and TCSG State Procedures Manual guidelines before you plan for your committee membership and meetings (See Appendix A):



- Advisory Committee (Function) 5.1 /02-08-01
- Advisory Committee (Membership) 5.1/02-08-02
- Advisory Committee (Meetings) 5.1/02-08-03

The program coordinator should contact all individuals on the program advisory committee to make sure they are willing to serve. At that time, the program coordinator should also use the Advisory Committee Roster Template to collect accurate contact information for each advisory committee member (See Appendix E). For programs participating in the college meeting, the Program Advisory Facilitator will provide additional assistance in announcing meetings to advisory members. Once updated contact information for advisory members becomes available, send it to the Program Advisory Committee Meeting Facilitator, who will maintain a record accessible by Academic Affairs and Institutional Effectiveness personnel for the purposes of PAS/PAR or other accrediting documentation.

### *Fall Semester*

Required activities for the Program Advisory Facilitator, Program Coordinators, and/or the Committee include the following:

- (Prior to meeting) Update list of committee members; verify contact information; send “Save the Date” announcements and preliminary information
- (Prior to OR during Program Session) Election of Chairperson and Recording Secretary (these individuals must be selected from the lay members of the committee)
- (Prior to OR during Program Session) Establish Program of Work, which consists of criteria to discuss and/or evaluate during the meeting for the year for the committee; this program of work is used to document the actions that need to be taken toward program improvements. (See the Agenda templates in Appendix B and the Minutes templates in Appendix C.)
- (General Session) SCTC Benchmarks, Marketing initiatives, Advancement initiatives (including scholarships, donations, fundraising), Facilities initiatives, Recruitment initiatives, and Work Ethics.
- (General & Program Sessions) Program Facilities and Equipment Review and Evaluation
- (Program Session) Curriculum and Standards Review and Evaluation, Program Admission Requirements, Program Benchmarks, Program Growth & Development, Program Recruitment, Job Development and Job Placement, Program Advocacy and Industry Support.  
(Note: Items not discussed during the fall meeting due to limitations in time may be tabled for the spring meeting, but must be documented in the minutes as such.)

### *Spring Semester*

Required activities for the Program Advisory Facilitator, Program Coordinators, and/or the Committee include the following:

- (General Session) SCTC Mission & Vision, Benchmarks
- (General & Program Sessions) Review Job Placement Efforts

- (Program Session) Program Goals, Objectives, and Outcomes
- (Program Session) Classroom and Lab Policies and Procedures
- (Program Session) Curriculum and Standards Review and Evaluation, Program Benchmarks, Program Growth & Development, Program Recruitment, Job Development and Job Placement, Program Advocacy and Industry Support.
- Complete Program of Work, which consists of criteria to discuss and/or evaluate during the meeting, taking note of items that were tabled during the fall meeting; this program of work is used to document the actions that need to be taken toward program improvements. (See the Agenda templates in Appendix B and the Minutes templates in Appendix C.)

At the close of the two annual meetings sponsored by the college, meeting minutes will be collected and scanned by the Program Advisory Meeting Facilitator or designee. These documents will be returned to the program coordinators the following week, at which time coordinators should forward a copy of the minutes to the Recording Secretary and then file the minutes. Should the coordinator need to amend or formalize (type and/or expound upon) the minutes, the college requests that a copy of the amended minutes be forwarded to the attention of the Office of Institutional Effectiveness once they are complete. Following meetings held separately from the college-sponsored meetings, a copy of the minutes of the meeting and all supporting documentation should be sent within one week to the Office of Institutional Effectiveness.

Program coordinators must make sure that a copy of all minutes and supporting documentation are retained for program files.

## ADVISORY COMMITTEE DOCUMENTS

### PROGRAM OF WORK INSTRUCTIONS

The attached forms are to be used by each program as supporting documentation towards completion of the Advisory Committee's Program of Work. The forms are to be used for the fall and spring meetings; appropriate adaptations of these forms should be used for any other advisory-related meetings.

#### *Agendas & Minutes*

- a. For college-sponsored meetings occurring in the fall and spring, the Program Advisory Meeting Facilitator will create an agenda for the General and Program Sessions. Advisory committees are welcome to add items to the Program Session portion of this agenda as they deem necessary, but must document their additions on the Advisory Meeting Minutes Template. Items that committees wish to see appear in the General Session for a larger group presentation should be proposed to the Facilitator a minimum of four weeks prior to the meeting. This agenda will be distributed to advisory members at least 48 hours prior to the meeting.

- b. For meetings held separately from the college meetings, the Program Coordinator and Committee Chairperson should work collaboratively to set the meeting agenda. If this meeting is being held in lieu of (rather than in addition to) attending the college-sponsored meeting, the college requests that the committee's agenda include material from the General Session. In this case, the Program Coordinator will need to work collaboratively with the Program Advisory Meeting Facilitator to identify the necessary information to include.

*Templates (Available in TigerNet)*

- a. Program Advisory Meeting Agenda [See templates in Appendix B]
  - i. Template A is to be used for Fall College Meetings.
  - ii. Template B is to be used for Fall Alternative Meetings.
  - iii. Template C is to be used for Spring College Meetings.
  - iv. Template D is to be used for Spring Alternative Meetings.
- b. Program Advisory Meeting Minutes [Minutes templates line up with the Agenda templates. Select the Minutes template appropriate to the season and format of the meeting being held. See templates in Appendix C]
- c. Survey and/or evaluation forms to be completed (See TigerNet or Facilitator for current documents).
- d. Supporting documentation identified as part of the Program of Work (for example, program-level standards from KMS, outcomes and related data, data on graduates, and other relevant material). For more information about topics covered during the Program Sessions, see the previous sections in Program Advisory Instructions for Fall Semester and Spring Semester.

*Information packets*

The Facilitator will collaborate with the program coordinators to compile information packets to include material from the college division managers featured in the General Session, as well as the agenda, minutes, program of work, and survey or evaluation forms. The packets will be distributed to the Program Coordinator, the Institutional Effectiveness Office, members of the Advisory Committee (present or not), and any guest who presented or discussed an issue at the meeting.

*Accountability*

Advisory committees are a vital element in the strategic planning process for the college. Feedback received from the committees should be given ample and timely attention. Committees are entitled to a response from the college when they identify areas for improvement that they have singled out as "Action Items" on the Advisory Committee Meeting Minutes. Maintaining open lines of communication between the committees and the college also ensures a healthy and responsive relationship that will serve the best interests of students.

A standing committee will collect, review, route, and follow up on action items from the Advisory Committee Meeting Minutes following the college-sponsored meetings in the fall and spring. Meeting minutes for those meetings that have been held outside of the college-sponsored events will be placed in the same group with either the fall or spring meeting minutes, whichever is scheduled to occur next. The committee's composition will be determined by the Institutional Effectiveness Office.

When reviewing the minutes, the committee will flag any item identified as an "Action Item" on the meeting template. These action items will be transferred to a spreadsheet. Committee members will discuss and determine who needs to address each action item. Members will then divide the responsibility to communicate the action items to the individuals or departments they have identified as being best able to respond to the action item. The same committee members will follow up on the action items until closure has been achieved. If no response is forthcoming to the committee members within two weeks of communicating an action item to an individual or department, the committee member should relay this information to the Program Advisory facilitator, who will collaborate with the Vice President of Academic Affairs to determine the next course of action necessary to achieve closure on the action item. All responses to action items should be addressed directly to the advisory committee that raised the concerns and copied to the program's academic dean and coordinator. A copy of the response should also be stored in the advisory records held in the Office of Institutional Effectiveness.

## APPENDIX A – STATE BOARD POLICIES AND TCSG PROCEDURES

### ADVISORY COMMITTEE

#### Function

Standard Number: 02-08-01

#### Standard Statement

A program advisory committee provides expert support for each program area.

#### Explanatory Comment

A program advisory committee is established to promote interaction between the program and businesses and industries served by the program.

Faculty use the expertise of the advisory committee to improve program content and operation.

#### Evaluative Criteria

Program advisory committees assist in evaluation of strategic and operational plans.

Program advisory committees review and recommend requirements of existing degree, diploma, and technical certificate of credit offerings.

Program advisory committees provide advice regarding curriculum content to ensure that courses relate to present and future employment needs.

Program advisory committees make suggestions regarding the modification, addition, or deletion of course offerings.

Program advisory committees make recommendations regarding the design and use of physical facilities.

Program advisory committees make recommendations regarding the selection and maintenance of equipment.

The program advisory committee assists in evaluation of program effectiveness, job development, job placement, and program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.

The program advisory committee reviews and recommends requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.

College administration provides documented evidence that program advisory committee recommendations are considered with specific action taken.

## ADVISORY COMMITTEE

### Membership

Standard Number: 02-08-02

### Standard Statement

The membership of each program advisory committee is representative of the community and employment market served by the program.

### Explanatory Comment

The program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program.

### Evaluative Criteria

The faculty of each program area, in cooperation with the administration of the college, selects the advisory committee.

The program advisory committee includes a cross-section of representatives from program related businesses and industries.

The program advisory committee includes program related business and industry representatives who have varying occupational positions.

The program advisory committee is comprised of at least three members external to the college (graduates of the program should not comprise a majority of the committee).

## ADVISORY COMMITTEE

### Meetings

Standard Number: 02-08-03

### Standard Statement

Program advisory committees have an annual program of work.

### Explanatory Comment

Regularly scheduled formal advisory committee meetings focus on planning, developing, implementing, and evaluating degree/diploma/certificate programs.

### Evaluative Criteria

The program advisory committee has an annual program of work on file.

The program advisory committee follows an agenda, developed from the annual program of work, which is distributed to members prior to each meeting.

The program advisory committee meets a minimum of two times annually with at least three members present who are external to the college; one of these meetings may be electronic in nature.

## APPENDIX B – AGENDAS

The following templates should be used when creating agendas for program advisory meetings. Note that two versions of both the fall and spring templates are provided.

- Agenda A is to be used for the college-sponsored meeting held during the fall semester. This meeting features information from college divisions whose work influences programs and students. The Program Advisory Meeting Facilitator will be responsible for creating and distributing this agenda in advance of the meeting.
- Agenda B is to be used by Program Coordinators working collaboratively with the Program Advisory Facilitator and the Program Advisory Committee Chair when the committee has chosen to meet separately from the college-sponsored meeting during the fall term. The Coordinator will need to acquire information from the Facilitator to provide to the Committee during this meeting so that there is continuity in the sharing of information for all Advisory Committees.
- Agenda C is to be used for the college-sponsored meeting held during the spring semester. This agenda will be prepared and distributed by the Facilitator in advance of the meeting.
- Agenda D is to be used by Program Coordinators working collaboratively with the Program Advisory Facilitator and Committee Chair when the committee has chosen to meet separately from the college-sponsored meeting during the spring term.

Copies of these templates are available on TigerNet.

## AGENDA (A-COLLEGE MEETING)

### Fall Program Advisory Meeting

Date

Time

<b>Meeting called by</b>	NAME, VPAA or President
<b>Attendees:</b>	Advisory Committee Members, Program Coordinators, Designated Faculty, Staff, and Students
<b>Please read:</b>	Fall Advisory Committee Supporting Documentation (electronic)
<b>Please bring:</b>	Information on your industry's trends and your organization's needs
<b>Provisions:</b>	[Inform members of the type of refreshments and/or food that will be served]

<b>6:00 – 6:10pm</b>	<b>Welcome</b> NAME   VPAA or President	<b>Location</b>
<b>6:10 – 6:40pm</b>	<b>General Session</b> NAME   Institutional Effectiveness   Benchmarks NAME   Marketing   Annual Report & Program Advertisement NAME   Advancement   Fundraising NAME   Facilities   Updates on New Buildings, Renovations NAME   Recruitment   Current Recruitment Efforts NAME   Work Ethics FACILITATOR NAME   Survey & Transition to Program Sessions	<b>Location</b>
<b>6:40 – 6:45pm</b>	<b>Transition to Program Sessions</b> Proceed to your program meeting	<b>Varied (See Room Guide in Packet)</b>
<b>6:45 – 8:00pm</b>	<b>Program Meetings</b> 1. Committee Chairperson   Convene session 2. Recording Secretary   Use Meeting Minutes Template provided in materials   Notate "Action Items" on Meeting Template 3. Establish Program of Work with committee a. Program Facilities & Equipment Review b. Program Admission Requirements c. Curriculum & Standards for the Program d. Program Benchmarks e. Program Growth, Development & Recruitment f. Job Development & Job Placement g. Program Advocacy & Industrial Support 4. Adjourn   Submit Meeting Minutes to Assigned Staff Member (Program Coordinators: see folder for submission details)	<b>Varied (See Room Guide in Folder)</b>



## AGENDA (B)

### Fall Program Advisory Meeting

Date:

Time:

Location:

- Meeting called by** Advisory Committee Chair, NAME:
- Attendees:** Advisory Committee Members, Program Coordinator, Faculty, Staff, and/or Students
- Please read:** Fall Advisory Committee Supporting Documentation (electronic)
- Please bring:** Information on your industry's trends and your organization's needs
- Food / Provisions:**

5-10 minutes

#### Welcome

1. Roster verification
2. Election of Committee Chair and Recording Secretary (*if not already in place*)
3. Note: Recording Secretary should use Meeting Minutes Template provided in materials and should notate "Action Items" on Meeting Template
4. Message from the college (letter)

15-20 minutes

#### General College Information Packet Review

5. Institutional Effectiveness | Benchmarks
6. Marketing | Annual Report & Program Advertisement
7. Advancement | Fundraising
8. Facilities | Updates on New Buildings, Renovations
9. Recruitment | Current Recruitment Efforts
10. Work Ethics
11. Survey

90 minutes

#### Program Topics

12. Establish Program of Work with committee
13. Program Facilities & Equipment Review
14. Program Admission Requirements
15. Curriculum & Standards for the Program
16. Program Benchmarks
17. Program Growth, Development & Recruitment
18. Job Development & Job Placement
19. Program Advocacy & Industrial Support
20. Adjourn | Submit Meeting Minutes to Assigned Staff Member

## AGENDA (C-COLLEGE MEETING)

### Spring Program Advisory Meeting

Date

6:00pm – 8:00pm

**Meeting called by** NAME, VPAA or President

**Attendees:** Advisory Committee Members, Program Coordinators, Designated Faculty, Staff, and Students

**Please read:** Spring Advisory Committee Supporting Documentation (electronic)

**Please bring:** Information on your industry’s trends and your organization’s needs

**Refreshments:**

<b>6:00 – 6:10pm</b>	<b>Welcome</b> NAME   VPAA or President	<b>Event Center, Building 200</b>
<b>6:10 – 6:30pm</b>	<b>General Session</b> NAME   Institutional Effectiveness   Mission, Vision & College Benchmarks NAME   Career and Academic Planning Center   Job Placement FACILITATOR NAME   Survey & Overview of Networking Event	<b>Event Center, Building 200</b>
<b>6:30 – 7:30pm</b>	<b>Program Session: Business Meeting</b> 1. Convene session   Committee Chairperson 2. Take Minutes (use template provided); Notate “Action Items” on Minutes Template   Recording Secretary 3. Complete Program of Work (data featured on displays)   Members a. Program Goals, Objectives, & Outcomes b. Classroom Lab Policies & Procedures c. Program Standards, Curriculum d. Program Benchmarks e. Program Growth, Development, & Recruitment f. Job Development & Job Placement g. Program Advocacy & Industry Support 4. Turn in Meeting Minutes to Facilitator or designee   Recording Secretary or Program Coordinator	<b>Event Center or designated location</b>
<b>7:30 – 8:00pm</b>	<b>Program Session: Networking</b> Advisory Members are strongly encouraged to network with other Members and are invited to offer feedback, ask questions, and make suggestions as they visit other program area displays and learn more about programs offered at the college.	

## AGENDA (D-ALTERNATIVE MEETING)

### Spring Program Advisory Meeting

Time:

Time:

Location:

**Meeting called by** NAME, Advisory Committee Chair

**Attendees:** Advisory Committee Members, Program Coordinators, Faculty, Staff, and/or Students

**Please read:** Spring Advisory Committee Supporting Documentation (electronic)

**Please bring:** Information on your industry's trends and your organization's needs

**Refreshments:**

**5-10 minutes**

#### Welcome

1. Program Advisory Committee Chair | Convene meeting
2. Recording Secretary | Use Minutes template provided. Please notate "Action Items" on Minutes Template
3. Message from the college (letter)

**15-20 minutes**

#### General College Information Packet Review

4. Institutional Effectiveness | Strategic Planning
5. Career and Academic Planning Center | Job Placement
6. Survey

**90 minutes**

#### Program Topics

7. Complete Program of Work | Members
  - a. Program Goals, Objectives, & Outcomes
  - b. Review Classroom Lab Policies & Procedures
  - c. Standards, Curriculum
  - d. Program Benchmarks
  - e. Program Growth, Development, & Recruitment
  - f. Job Development & Job Placement
  - g. Program Advocacy & Industry Support
8. Submit Meeting Minutes to Facilitator

#### Networking Event Summary Material

The college-wide Spring Advisory Meeting is structured as a Networking Event. You will be provided with general information from this portion of the event, pending availability at the time of your program meeting.

## APPENDIX C – MEETING MINUTES TEMPLATES

The following templates should be used when recording minutes for program advisory meetings. Note that two versions of both the fall and spring templates are provided to advisory committees.

- Meeting Minutes Template A is to be used for the college-sponsored meeting held during the fall semester. This meeting features information from college divisions whose work influences programs and students. The Program Advisory Meeting Facilitator will be responsible for providing the template for these minutes in the program information packets.
- Meeting Minutes Template B is to be used by Program Coordinators working collaboratively with the Program Advisory Facilitator and the Program Advisory Committee Chair when the committee has chosen to meet separately from the college-sponsored meeting during the fall term. The Coordinator will need to acquire information from the Facilitator to provide to the Committee during this meeting so that there is continuity in the sharing of information for all Advisory Committees.
- Meeting Minutes Template C is to be used for the college-sponsored meeting held during the spring semester. This template will be provided in the information packets received by the advisory members at the meeting.
- Meeting Minutes Template D is to be used by Program Coordinators working collaboratively with the Program Advisory Facilitator and Committee Chair when the committee has chosen to meet separately from the college-sponsored meeting during the spring term.

On the template, sections with black and white headers represent topics committees should discuss (at least once a year). Additional items the committees include as part of their Program of Work can be written into the green sections or added on additional pages.

Copies of all templates are available on TigerNet. Only the Fall Minutes templates are presented in this handbook.



## Program Advisory Minutes (A-College Meeting)

Topic		PROGRAM BENCHMARKS	
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
Topic		PROGRAM GROWTH, DEVELOPMENT, & RECRUITMENT	
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
Topic		JOB DEVELOPMENT & JOB PLACEMENT	
Discussion			

## Program Advisory Minutes (A-College Meeting)

<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Topic</b>	<b>PROGRAM ADVOCACY &amp; BUSINESS/INDUSTRY SUPPORT</b>	
<b>Discussion</b>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Topic</b>		
<b>Discussion</b>		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

## Program Advisory Minutes (A-College Meeting)

<b>Topic</b>		
Discussion		
Conclusions		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Topic</b>		
Discussion		
Conclusions		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Signature of Advisory Committee Secretary</b>	<b>Date</b>	
Please check the boxes below that apply to your program's minutes:		
<input type="checkbox"/> Additional Pages Attached	<input type="checkbox"/> Minutes complete and final as submitted	<input type="checkbox"/> Addendum to minutes to be completed



## Program Advisory Minutes (B-Alternate)

ADVISORY COMMITTEE MEETING: PROGRAM SESSION			
Meeting called by	Committee Chair:		
Meeting Focus	Program Advisory Business Meeting, College Benchmarks, Facilities Review, College Recruitment		
DATE	TIME	LOCATION	
<b>Committee Chair:</b>			
<b>Attendees:</b> Please sign in here.			
<b>Topic</b>	<b>SCTC GENERAL COLLEGE INFORMATION PACKET</b>		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline
<b>Topic</b>	<b>TCSG/ SACSCOC STANDARDS FOR THE PROGRAM</b>		
Discussion			
Conclusions			
Action Items		Person Responsible	Deadline

## Program Advisory Minutes (B-Alternate)

Topic	PROGRAM BENCHMARKS		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
Topic	PROGRAM GROWTH, DEVELOPMENT, & RECRUITMENT		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	
Topic	JOB DEVELOPMENT & JOB PLACEMENT		
Discussion			

## Program Advisory Minutes (B-Alternate)

Conclusions		
Action Items	Person Responsible	Deadline
<b>Topic</b>	<b>PROGRAM ADVOCACY &amp; BUSINESS/INDUSTRY SUPPORT</b>	
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline
<b>Topic</b>		
Discussion		
Conclusions		
Action Items	Person Responsible	Deadline

## Program Advisory Minutes (B-Alternate)

<b>Topic</b>		
Discussion		
Conclusions		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Topic</b>		
Discussion		
Conclusions		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Signature of Advisory Committee Secretary</b>	<b>Date</b>	
Please check the boxes below that apply to your program's minutes:		
<input type="checkbox"/> Additional Pages Attached	<input type="checkbox"/> Minutes complete and final as submitted	<input type="checkbox"/> Addendum to minutes to be completed

## ROBERT'S RULES OF ORDER

For Fair and Orderly Meetings & Conventions (<http://www.robertsrules.org>)

### GUIDELINES

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. /Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

### THE RULES

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until

- debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
  - **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
  - **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
  - **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
  - **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
  - **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
  - **Object to Consideration:** Objection must be stated before discussion or another motion is stated
  - **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
  - **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
  - **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
  - **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
  - **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
  - **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
  - **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
  - **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

## APPENDIX E - ADVISORY COMMITTEE MEMBERSHIP ROSTER INFORMATION

The following information should be kept on all members of the committee.

Name			
Title			
Company			
Address			
Email			
Phone			
Year of Service in Field		Year member joined committee	

Name			
Title			
Company			
Address			
Email			
Phone			
Year of Service in Field		Year member joined committee	

Name			
Title			
Company			
Address			
Email			
Phone			
Year of Service in Field		Year member joined committee	

Name			
Title			
Company			
Address			
Email			
Phone			
Year of Service in Field		Year member joined committee	

Name			
Title			
Company			
Address			
Email			
Phone			
Year of Service in Field		Year member joined committee	

## APPENDIX F: DISCUSSION GUIDE FOR PROGRAM REVIEW

### **Program Review Suggested Topics**

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1. The program mission and description should adequately describe the intent of the program.
2. The program's goals and objectives should be well defined and meet the needs of business and industry.
3. The program's funding should be adequate to accomplish its mission.
4. Program Level Outcomes (PLO's) and Student Learning Outcomes (SLO's) should be measurable and a method should be described to assess each one regularly.
5. The program should adequately meet the current or projected occupational needs of the service area.
6. Each course should have clearly defined outcomes, or expected results, that are regularly measured.
7. The program's curriculum should be appropriate and directly related to skills needed for graduates to gain entry-level positions upon program completion.
8. Courses should be delivered in a medium that is appropriate to the instructional content. (Traditional classroom, industrial or computer lab, clinical setting, etc. or online instruction [online, hybrid, or web-enhanced]).
9. Course content should be up-to-date with technology in the workplace.
10. Curriculum content should include safety (where applicable).
11. Course syllabi should be appropriately tailored to the term and course.
12. Instructional materials used in the program should be adequate to promote effective learning for the students and address course competencies. Instructional materials include textbooks, handouts, course tests and exams, audio-visual resources, videos, library resources and related computer software.
13. Work ethics traits should be incorporated into the program's curriculum to promote good work habits.
14. Faculty members must have appropriate credentials and certifications.
15. Program-level certification(s) should be appropriate and up-to-date.