McLennan Community Col

POLICIES AND PROCEDURES

Reference:	E-I		Effective Date:	09/20/2023
Subject:	Industry-based Advisory and Program Advisory Committees for Workforce Education			
Source:	Vice-President, Instruction & Student Engagement			
Approval Authority:	President		Approval Date:	09/20/2023
Approved by Leadership Team:	Hills:	Benson:		McKown:
History:	Previously effective 08/23/2022			
Remarks:	Updates policy to reflect changes in the GIPWE, membership requirements and terms of service.			

McLennan Community College offers Workforce Education programs to those students who desire to acquire workplace skills and knowledge in pursuit of employment in fields that require industry recognized credentials, certifications, and/or industry specific training. In the planning and execution of both college credit and non-credit programs and courses, the College relies on advice from persons employed in business, industry and in various other institutions and occupations in the College's service area. To facilitate involvement of citizens of the service area, Program Advisory Committees will be established. This policy also aligns with the requirements for workforce programs as delineated in the Texas Higher Education Coordinating Board's "Guidelines for Instructional Programs in Workforce Education" (GIPWE).

I.   Role and Scope

Each Workforce Education program area of the College shall have an Industry-based Program Advisory Committee. Advisory committees may also be appointed for transfer, non-credit programs and other programs deemed appropriate by the College, in which event the provisions of this policy shall also apply.

The purpose of the Program Advisory Committee is to assist the College with documenting the need for the program and to provide direct advice and assistance to the staff and faculty in the various Workforce Education programs to:

A.   Assist in evaluating the goals and objectives of the program curriculum;

B.   Assist in establishing workplace competencies for the program occupations and provide feedback on them to include the following:

1. How are MCC graduates performing in the workplace;
2. What does the employment forecast picture for the competency area over the next five to ten years; and

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      3. What additional new knowledge, skills, and abilities will new graduates require upon entering the workforce?

C.   Review curriculum changes proposed by the program and make recommendations to the administration for program revisions as needed. Curriculum review and changes should focus on ensuring the curriculum aligns with industry needs and includes the skills needed in the workplace. After advisement from the Advisory Committee, the program faculty and staff shall ensure the inclusion of the skills and workforce needs into the curriculum (courses, certificates, degree plans);

D.   Provide assistance in evaluating existing facilities and equipment and in identifying and obtaining new equipment, technology, or resources needed to maintain the program's alignment with industry standards;

E.   Assist in obtaining and maintaining program accreditation;

F.   Assist in the College's annual evaluation of the program with the following data points:

      1. the need for the program in the local community;
      2. the placement of program graduates;
      3. the wage data related to the students graduating from the program; and
      4. the credentialing requirements for student entering the field.

G.   Assist in professional development of faculty

H.   Identify local business/industry leaders who will provide students with internships, external learning experiences, employment, and placement opportunities.

I.   Assist in promoting and publicizing the program to the community and to business and industry; and

J.   Represent the needs of students from special populations as defined in Perkins V.

II.   Membership

A.   Each Advisory Committee shall consist of a minimum of five members representing the specific industry each program serves within the local community. Membership should broadly reflect the demographics of the institution and the occupational field in the service area, including an appropriate representation of gender, race and ethnicity. Members should

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be well informed about the knowledge, skills, and abilities necessary for the occupation for which they are providing information and guidance.

B.   Full-time MCC faculty or staff shall serve as ex-officio members. Part-time instructors who hold a full-time position within the field may be a member.

C.   Faculty and staff of senior institutions with program articulations may be member of the committee.

III.   Appointment of Members

Committee members shall be selected from nominees submitted to the dean from division chairs, program directors, college administrators, current members of the Advisory Committee and from the community. Recommendations for appointments to and removal from committees shall be submitted to the Vice President of Instruction and Student Engagement for approval.

IV.   Term of Service

The initial members of the Program Advisory Committees shall be appointed to serve terms of one, two, or three years. Thereafter, appointments shall be for three-year terms. All members shall be eligible for reappointment.

A.   Each year of service shall begin with the first day of each Fall Semester.

B.   Membership vacancies shall be filled for the time remaining in the term involved.

C.   Members who fail to attend two or more consecutive Advisory Committee meetings may be asked to resign or may be removed from membership by the program director and/or division chair. They will notify their respective dean who will in turn inform the Vice President of Instruction and Student Engagement.

V.   Officers of Advisory Committees

Officers of Advisory Committees shall consist of a chairman and vice-chairman, elected by the Committee. In coordination with division chair, program director or designated faculty or staff, the Chairman shall have the following responsibilities:

A.   Establish meeting dates

B.   Establish an agenda prior to each meeting in consultation with the program director

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C.   Notify members of meeting dates and agenda

D.   Conduct each meeting

E.   Review and sign minutes of each meeting before mailing to members of the Committee

F.   Request information needed for the Committee's review

G.   Represent the College, on request, by serving in various ways in the community.

The vice-chairman shall serve in the absence of the chairman and shall have the same responsibilities as the chairman.

VI.   Meetings

Advisory Committees must meet in real time (either in person or virtually) a minimum of at least once annually and have a quorum present. The recommended number of meetings is two meetings per year. A quorum is half the number of voting members plus one. Contact with committee members to keep them apprised of the program's performance should be maintained throughout the year.

All advisory meetings shall be recorded in official minutes. The minutes shall include:

A.   identification of committee members (name, title, and affiliation);

B.   indication of committee members' presence or absence from the meeting;

C.   the names and titles of others present at the meeting;

D.   the signature of the recorder; and

E.   evidence that industry partners have taken an active role in making decisions that affect the program. (GIPWE 2022).

Upon completion of an advisory meeting, signed minutes shall be submitted to the dean's office. All advisory minutes will be maintained electronically in the dean's office.