

McLennan Community College

POLICIES AND PROCEDURES

Reference:	E-I	Effective Date:	01/01/2021
Subject:	Industry-based Advisory and Program Advisory Committees for Workforce Education		
Source:	Vice-President, Instruction & Student Engagement		
Approval Authority:	President	Approval Date:	01/01/2021
History:	Previously effective 04/19/2011		
Remarks:	Policy updated to new format.		

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 requires less than the baccalaureate degree. 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.

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 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 in over the next five to ten years; and
 - 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;

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- 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.

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 reflect an appropriate representation of gendered and of racial and ethnic minorities.
- 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

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Advisory Committee and from the community. Recommendations for appointments to the 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 Advisory Committee meetings regularly may be asked to resign or may be removed from membership by the President.

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
- 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.

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VI. Meetings

Advisory Committees must meet a minimum of at least once annually and have a quorum present. The recommended number of meeting is two meeting 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 other present at the meeting;
- D. the signature of the recorder and chairman; and
- E. evidence that industry partners have taken an active role in making decision that affect the program. (GIPWE 2015).

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.