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5.3.9 GT TCSG   Program Advisory Committees

An advisory committee provides expert support for each degree/diploma/and certificate program. The purpose of an advisory committee is to promote interaction between the program and business and industry. Faculty should use the expertise of the advisory committee to align program content with current and future industry standards.

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

Program faculty members provide documented evidence that program advisory committee recommendations are considered with specific action(s) taken.

Major Functions of Program Advisory Committees

- Program advisory committees assist with developing strategic and operational plans.

- Program advisory committees provide recommendations regarding existing degree/diploma certificate course 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 and/or new program offerings.

- Program advisory committees support degree/diploma certificate programs through public relations activities.

- 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.

- Program advisory committees assist in evaluation of program effectiveness, job

development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.

- Program advisory committees review and recommend 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.

- Program advisory committees submit recommendations regarding programmatic changes to the appropriate state-level committee for review on an annual basis.

General Guidelines Governing the Program Advisory Committees

I.   Article I-General Guidelines
A program advisory committee shall be maintained for each technical education program area. The committee shall consist of individuals knowledgeable of and successful in the respective program area.

The committee shall have no administrative authority and shall function in an advisory capacity to the faculty and administrative staff of Gwinnett Technical College. All committees must document meetings by maintaining an agenda, meeting minutes, and a formal, annual plan of work.

The program advisory committee has an annual program of work on file. The program advisory committee meets a minimum of two times annually with at least three members who are external to the institution physically present. The program advisory committee elects – on an annual basis - officers, including a chairperson and a secretary. The program advisory committee maintains minutes indicating date, agenda, members present, and recommendations. Minutes record progress toward a program of work.

II.   Article II-Purpose of the Program Advisory Committee
The program advisory committees shall serve to ensure the technical programs are in step with the professional, business, and industrial sector of the community.

If programs are to meet the needs of the community, state, and nation, these programs should be planned in accordance with current employment trends. Many desirable benefits are achieved when interested and qualified professionals are involved in program planning, development, and revision.

Article III-Membership

1. Section 1 - Membership Qualifications
   The membership of the committee shall be representative of the community and employment market served by the program.

   The faculty of each degree/diploma certificate program, in cooperation with the administration of the College, selects the advisory committee members.

   The program advisory committee annually elects officers, including a chairperson and a secretary.

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

   The program advisory committee includes faculty as ex officio members.

   The program advisory committee maintains a base of experienced members while acquiring new members.

2. Section 2 - Selection and Invitation to Serve
   Program faculty shall recommend committee members with approval from the vice president of academic affairs. The advisory committee secretary will keep a master list of advisory committee members and will forward a copy to the administrative assistant of the vice president of academic affairs. The Office of the Vice President of Academic Affairs will send an "Invitation to Serve" letter requesting that the member indicate whether or not they will be willing to serve on an advisory committee. Once the member has agreed to serve, the program director and vice president of academic affairs will sign a welcome letter. The program director will send the letter, along with a copy of the Program Advisory Committee Guidelines. Academic affairs also maintains copies of the Program Advisory Committee Guidelines in the office. Complete rosters of Program Advisory Committee members will be forwarded by the end of fall semester each year.

3. Section 3 -The Number of Members
   The program advisory committee is comprised of a minimum of three members external to the institution.

4. Section 4 - Effective Advisory Committee Member Characteristics
   An effective advisory committee member:

   a. Attends and participates in all meetings;
   b. Suggests and develops agenda items prior to meetings;
   c. Helps determine committee goals and objectives and ways to achieve them;
   d. Becomes familiar with the educational system and how technical education fits into the overall educational structure;
   e. Respects the rights and opinions of other committee members;
   f. Accepts committee responsibilities; and

g. Avoids conflicts of interest.

5. Section 5 - Ex Officio Members
The program advisory committee includes faculty as ex officio members. An ex officio member shall not be eligible to serve as committee chairperson or vice chairperson but may serve as secretary for the committee.

6. Section 6 - Term of Membership
Members should serve a three-year term with re-appointment as an option. Terms should be staggered to provide for new ideas and smooth operation of the committee. Each committee should develop a rotation schedule based on membership.

7. Section 7 - Filling Committee Vacancies
Vacancies should be filled by nomination from the advisory committee, faculty or division dean and approved by the vice president of academic affairs. Changes should be forwarded to the President's office.

8. Section 8 - Membership Year
The membership year shall be from July 1 through June 30.

9. Section 9 - Officers
Officers shall be elected annually from the membership by majority vote of the committee and shall consist of a chairperson, vice chairperson, and secretary.

a. The chairperson shall preside at all meetings; call committee meetings or delegate this responsibility; and appoint all subcommittees and designate subcommittee chairpersons. (A Gwinnett Technical College employee is not eligible for this office.)

b. The vice-chairperson shall perform responsibilities of the chairperson in the absence of the chairperson or at his/her request. (A Gwinnett Tech employee is not eligible for this office.)

c. The secretary shall be responsible for recording and maintaining records, meeting notices, agendas, and meeting minutes. The secretary shall be responsible for any other duties as directed by the chairperson.

10. Section 10-Subcommittees
Subcommittees shall be appointed by the chairperson as the need arises. Subcommittees may be made up of committee members, college representatives, or consultants.

III. Article IV-Meetings--Number and Quorum
The advisory committee will meet a minimum of two times per year with at least three members who are external to the institution physically present. Additional meetings may be called by the chairperson

IV. Article V-Agenda
The chairperson and secretary shall plan a tentative agenda. The tentative agenda for the meeting will be sent in advance to committee members and other appropriate

individuals for their input.

V. Article VI-Planned Program of Work
Program advisory committee meetings have a planned program of work. Regularly scheduled advisory committee meetings focus on planning, developing, implementing, and evaluating degree/diploma/certificate programs.

VI. Article VI-Minutes
The program advisory committee maintains minutes indicating date, agenda, members present, and recommendations. Minutes will record progress toward a program of work. The secretary will send a copy of the meeting minutes to all members of the committee. The committee members must be informed of any action taken regarding recommendations of the committee. The secretary will provide a copy of the minutes to the secretary of the vice president of academic affairs.

VII. Article VII-Funding Advisory Committee Meetings
Any funds required for refreshments or other expenses should be requested in the annual program budget under "Purchased Services-Other Operating Expense Group Meal".

VIII. Article VIII-Documentation for Annual Program Review
Each Program Director will maintain a file that will include the following:
  a. Meeting agendas
  b. Annual plan of work
  c. Meeting minutes
  d. A record of changes proposed or made in the program based on program assessment and completion of annual plan of work
  e. Program faculty provides documented evidence that program advisory committee recommendations are considered with specific action taken.

The program advisory committee maintains an open file of minutes and other necessary documents for a minimum of three years.

IX. Article IX-Follow-up and Recognition
The program advisory committee members are recognized for their dedication and efforts to improve the quality of education. At the end of each advisory committee member's term, a certificate of appreciation should be awarded at their final meeting.