

ADMINISTRATIVE REGULATION 4102

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

CAREER AND TECHNICAL PROGRAM ADVISORY COMMITTEES

Each college shall utilize program advisory committees to assist them in the development and review of their career and technical programs. Program advisory committees should include representative citizens who are recognized and respected experts in their fields.

I. ADVISORY COMMITTEE FUNCTIONS

- A. A career and technical program advisory committee is advisory and performs its functions by making recommendations to the program faculty, their respective department chair and division/school dean.
- B. A career and technical program advisory committee may perform all or some of the following functions:
 - 1. Review existing curriculum.
 - 2. Research and provide information concerning program needs, costs, instructional facilities and equipment required, and potential enrollment.
 - 3. Recommend subject-matter changes for new or revised curriculum.
 - 4. Recommend entrance standards for specific curriculum.
 - 5. Provide input for publicizing the content and aims of the curriculum and for program marketing strategies.
 - 6. Inform the college of changes in the labor market (i.e. specific needs, surpluses, etc.)
 - 7. Serve as a labor market resource for faculty during the program review process.
 - 8. Assist faculty in identifying and articulating expected program/course outcomes as a component of Student Learning Outcomes.
 - 9. Review and endorse program content to ensure that program complies with requirements of any external licensing/accrediting organizations.
 - 10. Facilitate the donation of equipment to the program to ensure that students are learning with state of the art technology.
 - 11. Assist in recruiting students for the program.
 - 12. Host internships for students enrolled in the program. Provide job leads and employment opportunities for program graduates.

II. APPOINTMENT AND MEMBERSHIP

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Revised: 04-14-16

Page 1 of 3

- A. At the time committee members are sought, the following points should be used as guidelines:
 - 1. Appointees have the time, interest, and experience to qualify for service.
 - 2. The nature of the assignment, the duties performed, and the role of the committee.
 - 3. The amount of time and number of meetings involved.
 - 4. Committee membership shall be representative of the community and the occupations, both employer and employee.
 - 5. Current and former students, now employed in the field, may be appointed to the committee.
- B. To ensure continuity in membership, newly organized committees or restructured committees should select members for one, two, or three years. Committee members may be re-appointed.
- C. The department chairperson or faculty designee will personally contact any proposed new members to assure their willingness to be nominated for membership.
- D. During the first semester of each academic year, each career/technical education program department chair shall send to their respective school/division dean an updated advisory committee list, which includes:
 - 1. committee members' names
 - 2. companies and/or organizations
 - 3. mailing address
 - 4. e-mail address
 - 5. telephone numbers
 - 6. beginning and ending dates of service on the committee

III. MEETINGS

- A. The department chair or faculty designee will be responsible for developing a schedule of meeting dates for each program advisory committee. Each committee shall meet at least once during each academic year.
- B. The department chair or faculty designee, in collaboration with the committee chair, will prepare meeting agendas.
- C. Full and part-time instructors teaching in program areas of a particular committee are encouraged to attend as resource persons.
- D. Meetings are open to all interested faculty, or other college officials, *and interested individuals*.

IV. MINUTES

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- A. The department chairperson or faculty designee will be responsible for obtaining minutes of each meeting.
- B. Minutes will be submitted to the committee members, appropriate school/division dean, department chair, and program faculty in a timely manner.
- C. Minutes should contain a list of members in attendance and a review of the discussion on agenda items, as well as a record of all recommendations and actions taken.

Reference:

Title 5, Sections 55600 et seq.