

College Operating Procedures (COP)



Procedure Title: Advisory Committee
Procedure Number: 03-0401
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/04/10;

Purpose Statement: The purpose of an advisory committee is to provide assurance, through technical assistance and resources, that (1) an occupational training program curriculum meets the needs of business, industry, labor, the professions, technical trades, and/or the community it is designed to serve, and (2) the occupational training program graduates are capable of performing entry-level skills in the occupation in which they are trained.

Guidelines:

Program leaders identify appropriate stakeholder groups and ask for representatives from each stakeholder group to serve on the program advisory committee. After committee members are familiarized with responsibilities and expectations, a minimum of two meetings per year will be held. Meeting agenda items will include such items as curriculum review, employment outlook and skills employers expect graduates to possess.

Procedures:

Associate in Science (AS) degree programs are designed to prepare the student for successful entry into the workforce. Program Advisory Committees meet periodically (at least twice per year) in order to provide community and industry related information for the program. These committees recommend the college skills that might be needed, and provide feedback on the program design and the effectiveness of the program. The baccalaureate programs also periodically conduct Advisory Committee meetings in conjunction with the associate programs. Meetings are announced in advance, and adjunct professors are welcome to attend.

Membership:

Membership of an advisory committee at Florida SouthWestern State College (College) is generally representative of the occupational training program, adjunct and full time faculty, and/or the community which the committee serves. This membership mix provides the necessary bridge between the academic and business communities.

Procedures for the selection and appointment of the advisory committee members usually are determined by the College President or appointed designee.

The number of persons appointed to an advisory committee is based on the committee's functions, program magnitude, and community size.

Committee membership terms usually are staggered, thereby permitting new appointments to be made while retaining some experienced members.

Advisory Committee Operation

Establishing an advisory committee is only the first step. The next step is to ensure that the advisory committee becomes active and remains active and effective. Setting and reaching operational goals and objectives enhance the effectiveness of an advisory committee. Advisory committees will generally meet twice (Fall and Spring) during the academic year; however, they may meet more often as necessary.

Guidelines for operating procedures may be developed and approved by the advisory committee. These guidelines should describe the purpose and duties of the committee and provide for any necessary operating guidelines. These guidelines may include, but are not limited to: establishing time, place, dates, and length of committee meetings; preparing and distributing an agenda at least two weeks prior to each meeting; preparing and distributing the minutes of each meeting in a timely fashion; recognizing committee members and other persons for their efforts on behalf of the committee's goals and objectives; and developing and implementing a program of work.

Advisory committee chairs should be non-educators, elected by the membership. The committee's secretarial duties may be carried out by the College personnel.

An advisory committee should strive for "consensus-based" decisions. If the committee is almost equally divided on an issue or recommendation, policy makers and administrators probably will reflect similar divided attitudes. Each issue or recommendation, therefore, should have the overwhelming support of committee members.