CHAIRPERSON RESPONSIBILITIES

The Lead Instructor serves as chairperson of the advisory committee and presides over the meetings. In addition, the chairperson performs the following tasks:

♦ Encourage free-flowing, informal discussions and achieve consensus where possible.

♦ Provide regular updates on the work and recommendations of the committee.

♦ Present action taken on recommendations to the committee at the earliest possible date.

♦ Work with committee members individually and collectively actively seeking ways to capitalize on their wealth of knowledge and experience.

♦ Serve as the focal point for recruitment of new committee members.

♦ Provide or arrange for all administrative support to the committee to include scheduling time and place of the meeting, notification of members, and preparation/distribution of agenda and minutes.

♦ Ensure appropriate recognition of committee members. The contributions made by advisory committee members require considerable dedication and civic-mindedness. The Chairperson should ensure members are recognized for their efforts. The following are a few which have proven successful: (1) publications; (2) campus activities; (3) letters of appreciation on appropriate occasions; and (4) certificates.
ADVISORY COMMITTEE MEMBERSHIP

♦ Definition: Advisory Committees have been associated with technical education since its inception. An advisory committee is a group of persons having the expertise to advise educators on all aspects of technical education programs.

♦ Membership and Qualifications: Potential advisory committee members may be nominated by their company or organization or may individually volunteer. Members are selected on the basis of their qualifications in the appropriate technical skill or trade. Advisory Committee members are generally appointed for a three-year period; however, members may be reappointed for additional terms. Each Advisory Committee is open to interested adults without regard to the person's race, color, sex, creed, age or national origin.

♦ Size of Committee: Size of committees vary with a suggested minimum of six persons and the maximum number as determined by factors specific to the individual committee.

FUNCTIONS and ACTIVITIES

♦ Each program's advisory committee is responsible for advising Cape Fear Community College concerning program content and quality as they are related to the needs of business and industry. Another program function of the advisory committee is to make the College aware of particular needs that students might have in order to better prepare them for the job market.

♦ Although the committee is advisory in nature and does not serve as a policy-making body, the College takes seriously the advice and recommendations of advisory committees. The scope and responsibilities of advisory committees will vary depending on the program itself. Generally, the scope is relatively broad; however, following are the more important activities in which advisory committees should be engaged:

(a) Advice concerning the content of courses, faculty qualifications, facility requirements and types of equipment that are needed to prepare students for entrance into specific occupations and evaluate existing programs for relevance to business and industry; (b) Assist in developing long and short range educational goals; (c) Advocate educational programs, requests and legislation at local, state and national levels; (d) Monitor change in laws, regulatory guidance, certification requirement or accreditation criteria at local, state and national levels which could impact program content; (e) Provide assistance and counsel in preparing students to enter the world of work; i.e., on-the-job training experiences, cooperative education opportunities or individualized counseling.

COORDINATION

♦ Leadership: The program lead instructor serves as chairperson of the Advisory Committee and presides at each meeting. The chairperson will work closely with faculty and committee members in making the committee effective.

♦ Meetings: The chairperson and the committee determine the frequency of meetings. Although it is not productive to have meetings simply to meet a quota, committees should meet two to four times annually. This affords the committee sufficient time to obtain and analyze information about the program and provide recommendations to enhance the quality of the program. Minimally, all Advisory Committees are required to meet annually.

♦ Record Keeping: Maintaining accurate committee records is necessary for the smooth and cohesive operation of the committee. This requires some effort on the part of the chairperson. The following should be considered in maintaining committee records:

(1) Agenda
(2) Minutes
(3) Formalized Procedures
    (a) Robert's Rules of Order