

6.34 Program Advisory Committees

Last Revised: November 2022

Policy: Piedmont Community College (PCC) prepares the educational pipeline for a workforce that meets local needs with career interests, abilities, skills, and knowledge for now and in the future.

Purpose/Definitions:

Purpose

The purpose of this policy is to describe advisory committees as a key component for workforce and technical education programs.

Program advisory committees are organized to advise faculty and staff concerning specific workforce programs and career clusters. Curriculum, equipment, and projected workforce employment needs are three (3) areas of special concern for program committees. Each committee is composed of individuals who have expertise in the program area. In addition, student participation provides feedback to committee members.

Definitions

Advisory Committee—a group of persons, usually from outside the field of education, selected because of their knowledge and expertise to advise educators regarding technical programs and workforce needs.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Instruction has monitoring authority for this policy.

Procedure:

Section 1: Responsibilities

- 1.1. Each program advisory committee is responsible for advising PCC concerning the workforce needs of business and industry including program quality.

- 1.1.1. Committee rosters and minutes are held in the instructional deans' respective areas.
- 1.2. The advisory committee plays a major role in assisting the development and review of the total education plan for that curriculum, including ensuring courses have relevant content, utilizing current equipment and software, and having adequate facilities.
- 1.3. It is important that advisory committee members understand that the role of the committee is advisory in nature; the committee does not possess administrative, policymaking, or legislative authority.
 - 1.3.1. An invitation is sent from the President and/or designee to potential advisory committee members.
- 1.4. The committee's role should be to assist the institution in a multitude of ways including possible guest appearances, providing work-based learning opportunities, mentoring, allowing students to shadow, accepting on-site workplace tours, setting up faculty externships, and possibly accepting student internships.

Section 2: Terms of Service

- 2.1. Advisory committee members generally serve two years.
 - 2.1.1. Members may be invited to serve on a committee for a longer period of time.
 - 2.1.2. Meetings occur a minimum of once per year and more often, as needed.

Legal Citation: N/A

History: Effective October 12, 1988; Revised January 15, 1992; October 2001, May 2021, November 2022