

POLICIES AND PROCEDURES

Advisory Council and Program Advisory
Subject: Committees for Workforce Education Reference: E-I

Source: Vice President, Instruction Eff. Date: April 19, 2011

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated February 21, 2011.

Date: April 19, 2011

McLennan Community College offers Workforce Education programs to those students who desire to acquire workplace skills and knowledge in pursuit of employment in fields that requires less than the baccalaureate degree. In the planning and execution of both college credit and non-credit programs and courses, the College relies on advice from persons employed in business, industry and in various other institutions and occupations in the College's service area. To facilitate involvement of citizens of the service area, Program Advisory Committees will be established.

PROGRAM ADVISORY COMMITTEES

A. Role and Scope

Each Workforce Education program area of the College shall have a Program Advisory Committee. Advisory committees may also be appointed for non-credit programs of the College, in which event the provisions of this policy shall also apply.

The purpose of the Program Advisory Committee is to provide direct advice and assistance to the staff in the various Workforce Education programs. Specifically, each Advisory Committee shall:

1. Review and suggest modifications to the goals and objectives of the program
2. Assist in the preparation of proposals for program expansion

3. Assist in identification of employment needs
4. Review and suggest changes in program guidelines and policies
5. Review curriculum changes proposed by the program and make the appropriate recommendation to the administration
6. Provide assistance in justification of new equipment
7. Assist in obtaining program accreditation when it is sought
8. Assist in the evaluation of the overall program
9. Assist in professional development of faculty
10. Identify local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities.

B. Membership

1. Each Advisory Committee shall consist of a minimum of five members representing business, industry, human services, education and the community at large.
2. Full-time MCC faculty or staff shall serve as ex-officio members. Part-time instructors who hold a full-time position within the field may be a member. Membership should reflect an appropriate representation of gendered and of racial and ethnic minorities.

C. Appointment of Members

Committee members shall be selected from nominees submitted to the Dean of Workforce Education from division chairs, program directors, college administrators, current members of the Advisory Committee and from the community. Recommendations for appointments to the Council shall be submitted through the Vice President, Instruction to the President for approval.

D. Term of Service

The initial members of the Program Advisory Committees shall be appointed to serve terms of one, two, or three years. Thereafter, appointments shall be for three-year terms. All members shall be eligible for reappointment.

1. Each year of service shall begin with the first day of each Fall Semester.
2. Membership vacancies shall be filled for the time

remaining in the term involved.

3. Members who fail to attend Advisory Committee meetings regularly may be asked to resign or may be removed from membership by the President.

E. Officers of Advisory Committees

Officers of Advisory Committees shall consist of a chairman and vice-chairman, elected by the Committee. The Chairman shall have the following responsibilities:

1. Establish meeting dates
2. Establish an agenda prior to each meeting in consultation with the program director
3. Notify members of meeting dates and agenda
4. Conduct each meeting
5. Review and sign minutes of each meeting before mailing to members of the Committee
6. Request information needed for the Committee's review
7. Represent the College, on request, by serving in various ways in the community.

The vice-chairman shall serve in the absence of the chairman and shall have the same responsibilities as the chairman.

F. Meetings

Each Program Advisory Committee shall meet at least once annually.