# Cape Cod Community College

## Program Advisory Committees

## Policies and Procedures



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## Purpose of Advisory Committees

The primary objective of the advisory committee is to advise a career or academic program on the relevance of course offerings. Committee members provide advice based on current and anticipated requirements of the occupational area and the best practices within a subject area that is critical to our success with students.

Program advisory committees play a critical role in designing and updating the curriculum provided to current and future employees in their fields. Their input assists Cape Cod Community College in understanding and meeting the needs of the workplace and higher education.  Active advisory committees keep the College on the cutting edge of higher education and workforce development.

**Strategic Positioning** - Cape Cod Community College programs need to know about projected training needs of business and industry and needs advisory committee guidance in how to meet them. By providing this information, advisory committees assist the college in positioning itself to best serve our students and the community.

**Monitoring a Program's "Vital Signs**" - Each academic and career program at Cape Cod Community College is monitored annually using agreed upon enrollment and retention data in addition to an assessment of student learning outcomes by the advisory committee and the college administration to ensure its continued viability. A summary program evaluation is prepared on a 5 year cycle, in accordance with Massachusetts Department of Higher Education guidelines.

**Curriculum Relevance** - The advisory committee assists in keeping Cape Cod Community College's academic and career programs on the cutting edge of the changing technologies and methodologies of higher education, business and industry. This is accomplished through a review of the basic structure of the program including its entrance requirements and its program requirements. The committee may also recommend which courses should be added or eliminated based on current practice in the industry.

**Maintaining Facilities** - The advisory committee is encouraged to recommend equipment and facilities improvements to the Cape Cod Community College administration. The Committee's members may even help meet the school's equipment needs through assistance in locating donations and/or identifying donors from the business community.

**Graduate Placement and Transfer** - If an academic or career program has declining enrollments, low employment placement rates or low transfer success, the advisory committee can help to identify the cause. It can assist the college in publicizing the value of our graduates, identifying sources of employment and continuing education available to students and introducing students to potential employers during their training.

**Student Retention** - As part of the ongoing review of programs, the advisory committee will have an opportunity to suggest ways of maintaining student interest in the program, and to offer advice in the development of strategies to retain students.

**Recommending Resources for On-the-Job Instruction** - The advisory committee assists the college in obtaining on-the-job training sites for students through cooperative agreements, clinical sites, internships, and other forms of on-site training models.  The committee can recommend resources, guest speakers for classes and other events and may even assist in the planning of special events such as open houses. The committee's advice will also be sought in determining the most effective way to keep instructors' skills up-to-date and in obtaining cooperative employment for instructors.

**Supporting Course/Program Transfer Agreements** - Cape Cod Community College establishes and maintains a number of articulation agreements with local high schools.  It is a leader in a state-wide effort to make it easier for students from high schools to earn credits toward college program requirements. The college is also active in pursuing agreements with colleges and universities for the transfer of Cape

Cod credits by students who intend to further their education at four-year institutions. The advisory committee's support of this effort can accelerate our success in this area.

**Promoting Community Support** - As employees or employers in business and industry and as members of community and professional organizations, advisory committee members can acquaint other people with the services of the college and encourage legislators to support the college.

## Organization

Advisory committees are composed of carefully selected individuals who possess experience, expertise and interest in the career or subject content area the committee serves. Members are selected to provide a complete range of skills and knowledge in the area.

**Application Process** - Advisory committee members are recruited and nominated by the committee chairs or deans, or may volunteer. Potential members should submit a resume and a cover letter expressing their interest in a specific committee. Advisory committee members are appointed by the President. Open advisory committee positions are posted on the College website.

**Committee Composition** - Committees generally have six to nine members depending upon the particular needs of the program. Committees are composed of employers, agency representatives (those who hire within the field), employees (those with the current technical experience), and other experts (consultants, educators etc.) in the field.

Efforts should be made to involve a recent graduate of the college, represent the ethnic and cultural diversity of the community, be inclusive of men and women especially in those career and content areas in which they are traditionally under-represented, and include representatives of large and small businesses and industries.

**Consultants** are full voting members of the committee who have been selected on the basis of their expertise and knowledge of the career or content area. Consultants may be deans, faculty members from other institutions, professional consultants, and officials of accrediting or licensing agencies or retirees with significant experience in the field.

No more than two **Students** may sit as members of the committee. The inclusion of students at meetings will be the choice of the committee. At the committee's request the college liaison will endeavor to identify a student volunteer. If the committee wishes additional student input, the college liaison will assist in either arranging small group discussions or student surveys.

Each Committee will have one officially assigned college representative, usually the Program Coordinator, who will serve the committee as its formal liaison. The Chairperson of the Advisory Committee is an industry representative elected by the committee.

**Officers** - Each committee annually elects a Chairperson, who is not a college employee or student. The election takes place during the spring semester with the Chairperson taking office on July 1. It is the Chairperson's responsibility to convene and preside at the meetings, and to develop the agenda in collaboration with the college liaison. It is the option of the committee to elect a vice chair who will preside at meetings should the chair be absent.

**Terms of Office** - Members are appointed for a three-year term. A member may be asked to serve for two consecutive terms (a maximum of six years). Terms shall generally begin on July 1 and end on June 30. Long serving committee members may be invited back to active membership following a minimum one-year sabbatical.

**New Member Orientation** - New members will be briefed by the college liaison regarding the career or academic program and the current work of the committee. The college urges new members to review catalogs, course syllabi and to tour campus facilities.

**Recognition** - There will be an Annual Dinner for all advisory committee members. This will provide an opportunity to update all committee members on the status of the College and its initiatives. An overview of the committees' activities will provide an opportunity to recognize the achievements of the committees and their members.

# Meeting Procedures

**Schedule of Meetings** - Meetings are generally timed to accommodate the schedules of committee members. Committees will meet at least once each semester. More frequent meetings, or subcommittee meetings, may be necessary periodically to accomplish major program revision, development, and to assist in the processes of program and institutional accreditation.

**Attendance** - Since the exchange of information and ideas is essential to the committee's charge, regular attendance is important. Nevertheless the college recognizes that members have work and family responsibilities, which may occasionally preclude attendance. Should a member's schedule not permit attendance, an alternate may be designated to represent the regular member. The member should inform the college liaison that the alternate will be attending and should brief the alternate regarding the meeting agenda. Should it become necessary for a member to resign from the committee the college would appreciate notification. A phone call to the college liaison will suffice. Failure to attend or send an alternate to two consecutive meetings will be considered a resignation. A replacement will be identified for the remainder of the term.

**Agenda** - The committee chairperson will develop the agenda with the assistance of the college liaison. Items may be introduced to the agenda by all committee members or by Cape Cod Community College staff.

**Recommendations** - Items which appear on the agenda or that are introduced during meetings require careful consideration and discussion. The college values the input of the committee membership and relies upon the full discussion of all points of view. Ideally the decisions of a committee will be based on a consensus seeking agreement. However, at those times the committee fails to reach consensus a simple majority will serve as the basis for a decision. The committee must have a motion made and a vote taken to reach a decision regarding any issue.   If a quorum is not available, the chair may poll the membership by phone.  A quorum is defined as at least 50% of the membership and is required to formulate a recommendation by consensus or vote. The college liaison is responsible for communicating the recommendations of the committee to the appropriate administrative and academic staff and in turn to inform the committee of action taken and or progress made by the college. It should be noted that a number of outside entities as well as an internal governance structure and collective bargaining agreements regulate the college. These may prevent implementation of committee recommendations. Whenever this occurs the college liaison will make every effort to inform the committee and explain the institutional constraints.

**Minutes and Records** - Each committee should maintain minutes of each meeting. They should include the meeting's agenda, attendance, items discussed, recommendations made and votes taken. Minutes should be forwarded to President's Office for archiving. An administrative assistant from the program shall be designated as the recorder for advisory committee meetings.

**Annual Objectives and Activities -** Each program advisory committee will define annual objectives and activities depending on the needs of the program and the interest and capacities of its members. All committees should annually review program data in order to monitor a program's vital signs. The other functions of the committees may vary based on needs and members' interests.

| Program Advisory Committee Function | Suggested Activities |
|---|---|
| **Monitoring a program's vital signs** | ☐ Review current program enrollment, retention, academic progress and retention trends and identify areas of concern and improvement <br><br> ☐ Review annual results of the assessment of student learning outcomes and provide feedback on the results <br><br> ☐ Review graduation and transfer data and identify areas for improvement |
| **Strategic positioning** <br><br> **Curriculum relevance** | ☐ Review current program curriculum and provide written feedback on the course, including suggestions for changes and why** <br><br> ☐ Review performance standards for program and providing written feedback on necessary changes and why <br><br> ☐ Review and provide written suggestions for additional or improved instructional materials <br><br> ☐ Provide current information to instructor regarding industry changes, job opportunities, necessary skills need for employment <br><br> ☐ Review current community needs and provide written feedback on <br><br>     ☐ Opening a new program <br>     ☐ Improving current program <br>     ☐ Closing current program |
| **Resources for on-the-job instruction** | ☐ Provide service as a guest speaker (i.e. personal industry expertise, professionalism, future opportunities in industry) <br><br> ☐ Provide "real life" experiences for students to better prepare them for the workforce <br><br> ☐ Provide volunteer opportunities for students (i.e. community service, service learning, etc.) <br><br> ☐ Volunteered as a 1 on 1 mentor for students <br><br> ☐ Provide mentorship opportunities for students at worksite <br><br> ☐ Assist instructor with assessment of students 'competencies <br><br> ☐ Provided opportunities for students to gain internships or job shadow opportunities in the industry |

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| **Maintaining facilities** | ☐ Review current program technology/equipment and provide written recommendations on needs/updates, including suggestions for changes and why\*\* <br><br> ☐ Provide donations (monetary or equipment) to improve learning environment <br><br> ☐ Provide written recommendations for facility updates/remodels to maintain current industry standard practices\*\* |
| **Graduate placement** | ☐ Performed mock interviews for students <br><br> ☐ Review and provide feedback on student resumes and cover letters <br><br> ☐ Provide electronic examples of industry appropriate resumes and cover letters <br><br> ☐ Advise students and instructors of industry job requirements <br><br> ☐ Provide employment resources for students |
| **Providing community support and building community relations** | ☐ Attend an industry meeting (virtual, email or face-to-face) where the program and CCCC is the focus of discussion <br><br> ☐ Provide information on the happenings in the community as it relates to the program and CCCC <br><br> ☐ Provide an opportunity to market the program and CCCC to the community, businesses and local schools <br><br> ☐ As a member of a state &/or national industry associations, act as liaison to the program providing information and resources from the association <br><br> ☐ Provide information on as well as opportunities to be involved at local, state, and/or national conferences <br><br> ☐ Provide information and access to local trade shows |