Fayetteville Technical Community College
ADVISORY COMMITTEE HANDBOOK

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Proponents: Advisory Committee, Review, Development and Training
Vice President for Academic and Student Services

Available online

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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ADVISORY COMMITTEE HANDBOOK

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FUNCTIONS

Purpose

The role of an advisory committee is to provide consultation and assistance in program planning, development, and evaluation. The advisory committee does not set policy, procedure, curriculum, or other educational activities. Rather, the committee makes recommendations for program improvements, expansions, or closures/deletions for the program chairperson's consideration.

Each advisory committee advises on the development, operation, and review of the program for which it is appointed. A description of committee functions follows.

Employment Opportunities

The advisory committee may work with the college to keep students informed about occupational opportunities and requirements and assist with finding jobs for graduates.

Curriculum Development

The advisory committee may:

- Assist in planning new and existing programs by assessing occupational needs of the community
- Recommend and encourage program changes based on program reviews and trends in the field
- Review follow-up studies of program graduates, employers, labor market data, and technical skill acquisition

Student Activities

The advisory committee may:

- Assist with arranging field trips to local companies for students and instructors
- Provide students with cooperative training opportunities, internships, and clinicals
- Provide speakers for classroom and lab instruction

Community/Public Relations

The advisory committee may:

- Serve as a link to the community by promoting programs to business, industry, and the community
- Identify resources to support instructional programs
- Suggest ways to promote the College through speaking engagements, newspaper, radio, television, and other media
- Develop community awareness of all college programs

- Provide or recommend return-to-industry experiences for program faculty
- Recruit new students for the program area

Grant & Scholarship Development
The advisory committee may assist in:
- Identification of grant or foundation opportunities available in the community to aid the program
- Collection of letters of support to submit with grants
- Identification of establishment of scholarships to benefit students

Workforce Needs Assessment
The advisory committee may assist in determining:
- Labor market trends
- Occupations in greatest demand
- Jobs within an occupation for which training is needed
- Need for supplemental/upgraded training for currently employed persons
- Number of graduates from programs who might be needed for employment in the local area or region
- New areas in which training should be developed
- Recommendations on the programs to be established, modified, expanded, or terminated

Identify Community Workforce Needs
The advisory committee for Continuing Education may:
- Assist continuing education faculty and staff to determine the needs of the community for which education is appropriate, required, and/or requested
- Determine what will help promote the school and various business/industry sections in the area.
- Make recommendations for addition or deletion of classes
- Make recommendations about future needs based on occupational and technological changes
- Help monitor state requirements for areas such as CNA, GED, EMS, and Basic Skills

Program Design and Content Advisement
The advisory committee may assist in determining:
- Goals of the program and its relationship to the College's purpose
- Program's course of study
- Program/course competencies, objectives and content
- Level of knowledge and skill required for workplace effectiveness
- Acceptable performance standards of students and graduates
- Measures of effectiveness of graduates

Faculty and Staff
The advisory committee may:
- Recommend appropriate staffing for the program
- Identify potential instructors for full-time and part-time positions and instructional resources
- Update the faculty regarding current working trends
- Supplement instruction by serving as guest lecturers, substitute instructors, part-time instructors, or consultants
- Facilitate tours and/or field experiences for instructors and students or establish on-the-job training stations for students

Student Recruitment and Public Information/Relations
The advisory committee may:
- Develop community awareness of the College's programs, equipment, and facilities
- Communicate the College's programs to the community and gain its understanding and support
- Promote the College through speaking engagements, newspaper, radio, television, and other media
- Recognize faculty and students for exemplary performance
- Help in the selection of students and setting standards for admission into programs
- Extend instructional services to those in the workforce

Student Placement
The advisory committee may help:
- Notify college officials of job openings
- Locate prospective employers to interview graduates
- Inform local employers of programs status and provide information on current graduates
- Assist students locate part-time jobs in their field during instruction
- Serve as training sites for co-op students, internships, and/or clinical activities
- Communicate expectations of employers to students and conduct mock interviews for students

Equipment, Facilities and Resources Review
The advisory committee may:
- Review and recommend acquisitions for equipment and materials
- Make recommendations for designing or remodeling instructional facilities to bring training to current industry standards
- Recommend the layout of the instructional facility for maximum and efficient utilization
- Review the safety standards and regulations of the program, equipment, and facilities

Functions (Continued)

- Assist instructional personnel to locate sources of donated or low-cost instructional supplies and equipment
- Evaluate environmental conditions and include requirements for disabled students
- Sponsor faculty to attend professional development activities
- Obtain current publications and teaching aids for the College

Program Audit and Evaluation

The advisory committee may help:

- Conduct the established program review
- Evaluate the degree to which the college program and course competencies are being achieved
- Evaluate the overall quality and effectiveness of the program(s)
- Prepare recommendations for program improvements
- Review program standards
- Monitor employer satisfaction of program graduates

OPERATIONS

Steps in Organizing a Program Advisory Committee

The College recommends that faculty and administrators proceed through the following steps when forming/organizing a program advisory committee:

- Study the duties, functions, and advantages of a program advisory committee
- Study the Advisory Committee Handbook
- Visit successful program advisory committees in operation
- Notify prospective members to ask their permission to serve and explain the duties and commitment required of them
- Complete or update Advisory Committee Member's Information Form (See Appendix A1)
- Once the membership list is established, send it through the administrative chain to President's Office for Confirmation/Invitation Letter
- Develop an agenda with elected chairperson
- Make reservations for meeting place
- Arrange for administrative assistant to serve as secretary and take detailed and accurate minutes during the working meeting
- Notify members and special guests of meeting time and location
- Prepare meeting packets (see Packet Checklist in Appendix A2)

Membership

The number of members on an advisory committee varies with the size and nature of the program or service area, but a minimum of seven to a maximum of fifteen members is generally desirable and recommended. A minimum of seven members is required. Those who serve the role as advisory committee members may represent:

- Business
- Industry
- Middle or high school counselors
- Other college professors or personnel
- Vendors
- CEO's, business owners, managers, supervisors
- Agencies or governmental entities
- The College, as a graduated student of the program

FTCC faculty and staff serve as ex-officio members and have no voting privileges. Diversity is required with regard to gender, age, ethnicity, and levels of experience with the program.

Appointment to Committee

Instructors, coordinators, division chairs, department chairs, members of the committee, and/or the dean of the program can make nominee recommendations

for the advisory committee. The division chair, department chair, and/or the program coordinator must approve these nominees. The nominees are then submitted through the administrative structure to the President who then appoints individuals to the advisory committees. Appointments are confirmed by letter/invitation from the office of the President. This letter also serves as an invitation to the Kick-off Meeting/Dinner. Reappointments and replacements are made in the same manner. (See Appointment Letter/Invitation and Letter of Appreciation in Appendix B1)

A database of all current Advisory Committee members is maintained by the respective Deans' secretaries in curriculum and by the executive secretary in Continuing Education.

Length of Term
Appointments to advisory committees typically are periods of one to three years (renewed yearly). A minimum of two members should rotate off the committee annually. Members can be recommended to serve additional terms. All exceptions must be approved by the Dean.

Officers
Officers of the advisory committee consist of the chairperson and vice chair. This election should take place at the Kick-off Meeting/Dinner. (See Program Advisory Committee Selection of Officers in Appendix A3)

Chairperson
The advisory committee will elect a chairperson. The chairperson must:
- Preside over meetings, lead discussions, and bring closure to key points of discussion.
- Work closely with faculty and other College officials
- Appoint special committees as the need arises, which may include persons other than committee members
- Work closely with coordinators and/or program chairs in establishing dates for meetings and agenda
- Call meetings to order
- Work closely throughout the year with program coordinators and program chairs concerning the affairs of the program, including concerns and recommendations

Vice Chair
The advisory committee will elect a vice chairperson. The vice chairperson must:
- Serve as chair in absence of the chairperson
- Work closely with the chairperson on all tasks
- Work closely throughout the year with program coordinators and program chairs concerning the affairs of the program, including concerns and recommendations

Secretary

The faculty representative serves as the secretary for the committee and works closely with the chairperson.

The secretary's responsibilities include:

- Ensure the timely announcement of upcoming meetings
- Record and mail minutes to all committee members
- Submit recorded minutes to the Program Dean's Office
- Keep recorded minutes on file
- Prepare informational packets and agenda for committee meetings
- Send letters, create e-mail, or make phone calls to committee members for specific reasons in conjunction with past, present, or future committee meetings
- Work closely with committee chairperson, program coordinators and/or program chairs on various duties and items of interest to the advisory committee

Meetings

Advisory committees must meet at least three times per year. Any exceptions must be approved by the Dean. The Kick-off Meeting/Dinner and second working meeting should be physical, while the third (feedback) meeting may be physical or virtual. The first meeting will serve as a Kick-off Meeting/Dinner, which will be officiated by college administration.(See Advisory Committee Kick-off Dinner Meeting Checklist in Appendix B2 and Advisory Dinner Program Template in Appendix B3) The meeting should include ice-breaker activities, the election of the chair and vice-chair, and discussion to plan the second /working meeting. Discussion should include the best time and place to conduct the meeting. The second/working meeting must be held before annual program review.

The third and final meeting can be held anytime after administration feedback is provided to the division chair, department chair, or program coordinator. This serves as a meeting/informational follow-up to the recommendations of the committee and close the continuous loop of communication. The third meeting may be virtual, to include email or phone conference. (See Advisory Committee Timeline in Appendix A4)

Advisory committee meetings should not run longer than two hours. The key to a successful program advisory committee is the faculty member (division chair, department chair, or program coordinator) who coordinates the advisory committee. He or she should be enthusiastic and willing to take on extra responsibilities. This person is the promoter who does most of the detail work to host successful program advisory committee meetings. This person, with the help of the administrative assistant, is responsible for sending a thank-you letter or note to each member for his or her participation in the second/working meeting.

Lines/Methods of Communication
Lines of communication can be flexible, depending on the needs of the group. Lines of communication may include both physical and/or virtual means. Although face-to-face communication is by far the best means of communication, the age of technology provides alternative means that consider members' time. If virtual communication is chosen for the third (feedback) meeting, all members of the group must agree to participate in this manner. It is the faculty member's responsibility to facilitate the process. Meeting minutes document recommendations and concerns.

The division chair, department chair, or program coordinator communicates advice and recommendations to appropriate college representatives/ administration. College representatives/administration report action back to the faculty member in charge so that the committee members receive feedback. This third feedback meeting can be done by phone or email if this method of communication better serves the needs of the group. Following the working meeting, committee members complete an evaluation for the Dean. Communication is critical, but the commitment and time of the advisory committee members must be valued.

Agendas and Minutes
Conduct meetings with a planned and published agenda. Responsibility for the agenda rests with the chairperson and the college representatives. The agenda should be published and distributed prior to the meetings. (See sample templates in Appendix A5)

Suggested agenda categories:
- Welcome and thanks to attendees
- Remarks by the College officials
- Introduction of new members
- Organization of the committee, including election of officers, discuss best time and place for next meeting
- Old business/follow-up
- Response to advisory committee questions about the items in the pre-meeting packet and new business
- Discussion item 1
- Discussion item 2
- Discussion item 3
- Adjourn

Possible agenda items:
- Tour of facilities
- Discuss business and industry trends affecting the program
- Discuss possible opportunities for new resources, job placements, cooperative positions or internships, class hands-on projects, degrees, certificates, diplomas, credentialing, industry certifications, etc.

- Discuss recruitment and promotional ideas
- Discuss possible qualified adjuncts and speakers in the community
- Make recommendations for the program improvement plan and annual program review
- Discuss ideas for assessment
- Discuss equipment, staffing, facility recommendations, and advisory members

Official minutes serve as primary communication vehicles. Any recommendations are highlighted in the minutes in order that they are distinguishable. Official minutes are prepared by the committees' secretaries and distributed to committee members within two weeks after the meeting. The minutes and/or emails (if virtual means of communication is used) are filed in the program coordinator's office, the appropriate Dean's office, the appropriate Associate Vice President's office, and within *WeaveEngaged®.*

Evaluation of Committee Meeting and Work
The division chair, department chair, or program coordinator contacts the Office of Institutional Effectiveness and Assessment after completing the working meeting so an evaluation can be administered. The Office of Institutional Effectiveness tabulates, summarizes, and submits the results to the respective college representatives.   Utilizing the Advisory Committee Evaluation instrument, committee members periodically (at least once each year) evaluate the effectiveness of the committee for purposes of improvement. The results of the evaluations are discussed at subsequent meetings, and plans are developed to implement improvement strategies. The nature and/or degree of improvements are assessed in subsequent evaluations. (See Sample Evaluation Survey in Appendix A6)

EFFECTIVE PRACTICES

Effective Advisory Committee Practices
1. Send a reminder letter along with a preliminary agenda of the next meeting to each member about two weeks before a scheduled meeting and invite suggestions for inclusion on the agenda.
2. Run the committee meetings on an organized time schedule and hold to this schedule.
3. Provide members with maps of the campus to assist them in locating parking, meeting rooms, and so forth.
4. Keep members informed about current and pending state and federal legislation that will affect the College's programs and services.
5. Inform the members about special studies affecting the educational programs of the College.
6. Ask the members for recommendations and comments for improving the effectiveness of the committee and its meetings.
7. Invite the members to college functions such as graduation, open house, special exhibits, athletic events, and performances.
8. Inform the members about events concerning educational needs at the local, state, and national levels.
9. Inform the members about the actions and activities of the College's Board of Trustees.
10. Inform the members about the pertinent actions and activities of the State Board.
11. Hold meetings in a room that provides comfortable and quiet surroundings.
12. Keep committee rosters current and updated (coordinated through deans' offices).
13. Assist the College in maintaining a complete file of minutes of all committee meetings. Distribute copies to all committee members and alternates (master file in Associate Vice President's office).
14. Set up and test all audio/visual equipment needed for presentations before meetings.

Appendix A1

ADVISORY COMMITTEE MEMBER INFORMATION

☐ **NEW MEMBER (Please complete this form in its entirety for each new member)**
☐ **CURRENT MEMBER INFORMATION UPDATE (Please supply name and updates only)**

DATE _____

_____   _____
CURRICULUM CODE   **PROGRAM**

_____   _____   _____
LAST NAME   **FIRST NAME**   **TITLE (Mr., Mrs., Ms.)**

E-MAIL[1]   _____

POSITION   _____

EMPLOYER   _____
EMPLOYER'S ADDRESS   _____
                          _____
CITY/STATE/ZIP   _____
☐ **Member prefers to use home address (Employer information is still required)**
HOME ADDRESS   _____
CITY/STATE/ZIP   _____

SEX ☐ **MALE**   **RACE**   ☐ **ASIAN**
         ☐ **FEMALE**   ☐ **BLACK**
                                       ☐ **CAUCASIAN**
                                       ☐ **HISPANIC**
                                       ☐ **OTHER** _____

TERM ☐ **ONE-YEAR**
          ☐ **TWO-YEAR**
          ☐ **THREE-YEAR**

PRIMARY PHONE NUMBER   (____) _____   **Ext.** _____
ALTERNATE PHONE NUMBER   (____) _____   **Ext.** _____

FTCC GRAD   ☐ **YES**
                 ☐ **NO**

_____

[1] Email address is needed in order that an evaluation can be administered by the Institutional Effectiveness and Assessment office.

SAMPLE

The current document is housed in the Fill-In Forms (A-34)

Appendix A2

Basic Packet Checklist

- Agenda/program
- Copy of previous meeting's minutes
- List of advisory committee members, including terms (membership directory)
- Program's current educational plan and sequencing of classes/course offering
- Business card of program coordinator
- Copy of annual program review (if applicable)
- Copy of latest program activities

Additional Suggested Inclusions
- Gift (if small enough to fit in file, otherwise hand out separately)
- Information sheets relevant to each committee such as program outline, courses required, description of facilities, courses, and so forth
- President's Office information sheets or brochures relevant to FTCC or to the NCCCS in general such as upcoming bonds, opening of new campus, and so forth
- Current FTCC catalog information via accessing online at www.faytechcc.edu
- Brochures and information concerning schedules, activities
- Follow-up data concerning graduates
- Academic overview
- Coordinate board program review and program profile
- Licensure/approval/accreditation information, regulations, and pass rates
- List of full-time and part-time faculty
- Other general information including maps and contact information
- Twelve--month planning calendar
- Any other information that assists in understanding the program

Advisory Committee Selection of Officers

Memorandum for Record

To: Academic Dean

From: _____ (Program)

Date: _____

Subject: Election of Standing Committee Officers

The following officers were elected for the _____ academic year.

Chairperson _____

Vice Chairperson _____

SAMPLE
The current document is housed in the Fill-In Forms (A-35)

Appendix A4

**Institutional Effectiveness and Assessment Planning Cycle Chart
containing Annual Advisory Committee Schedule**

May
- 3rd and final Advisory Committee meeting (feedback to members) - may be virtual
- Chairs/Coordinators begin recruitment of new Program Advisory Committee members

July
Programs recommend newly recruited Advisory Committee members to the President

August
Committee members are invited to Kick-off meeting/Dinner

September
- Advisory Committee Kick-off Dinner meeting
- Chairs/Coordinators schedule 2nd Advisory Committee Meeting

November
2nd working Advisory Committee Meeting before Program Review

Fayetteville Technical Community College
Committee/Subcommittee:

Meeting Agenda
Date: ; Time: ; Location:

Meeting Facilitator:

Committee/Subcommittee members' names:

☐
☐
☐
☐
☐
☐

Guests:

I.   Call to order

II.   Roll call

III.   Reading, discussion, and approval of previous meeting minutes

IV.   Review of old business
         A. Discussion of open items
             1.
             2.
         B. Review of status of action items
             1.
             2.

V.   Discussion of new business
         A. Open discussion
             1.
             2.
         B. Summary of action items (assignments and due dates) from today's
             meeting
             1.
             2.

VI.   Setting of next meeting date/time

VII.   Adjournment

SAMPLE
The current document is housed in the Fill-In Forms (M-8)

<u>**Committee Minutes**</u>

<<Name of Committee>>

<<Date of Meeting, Time of Meeting, Location of Meeting>>

<u>Members present:</u> <<Enter Name & employment status as faculty or staff (using the legend of S or F) for each person present at the meeting>>
Legend: (F = Faculty, S = Staff)

<u>Members absent:</u> << Enter Name & employment status as faculty or staff (using the legend of S or F) for each person absent from the meeting>>
Legend: (F = Faculty, S = Staff)

<u>OLD BUSINESS:</u> <<Enter description old business items discussed>>

<u>NEW BUSINESS:</u> <<Enter description of new business items discussed as they were listed on the Agenda for the meeting>>

<u>Actions/Activities/Assignments before next meeting:</u> <<Enter any special assignments, research, data collection, or other actions required before the next meeting including identification of person(s) responsible for completing each item.>>

<u>Next Meeting:</u> <<Enter date, time and location for the next meeting, if known at time the minutes are prepared>>

<u>Adjournment:</u> <<Enter date and time of adjournment>>

Minutes Prepared by: <<Enter Name and date>>
Minutes Approved by: <<Enter Name and date>>
Minutes submitted to Office of HR & IEA for Web Page Posting: <<Enter a date>>

<<Enter your office's appropriate document/file naming convention as a footer using this sample format: FTCC_NameofCommittee_FolderName_MinutesDate >>
Note following footer example:
FTCC_SACSCOC LeadershipTeam_Compliance_FocusReportReply20100928

SAMPLE
The current document is housed in the Fill-In Forms (M-9)

Appendix A6
Meeting Evaluation Survey

Name of Advisory Committee _____Date _____

Below is survey, which rates the effectiveness of the advisory committee meeting. Please circle the number that best describes your feelings. Thank you for your assistance with our advisory committees.

		Strongly Agree				**Strongly Disagree**	
1.	The agenda and reminder phone call or email were received in advance of the committee meeting.	Yes				No	
2.	The agenda was easily understood and the discussion items were clearly defined.	5	4	3	2	1	N/A
3.	The advisory committee leader conducted the meeting with a good understanding as to his/her role.	5	4	3	2	1	N/A
4.	The topics discussed at the meeting were important to the improvement and/or strengthening of the program.	5	4	3	2	1	N/A
5.	Committee members were encouraged to speak and make contributions.	5	4	3	2	1	N/A
6.	The meeting was conducted professionally.	5	4	3	2	1	N/A
7.	The committee members were satisfied with the recommendations and action items identified at the last meeting.	5	4	3	2	1	N/A
8.	Committee members' time was productively spent to meet the goals of this committee.	5	4	3	2	1	N/A
9.	The advisory committee had the opportunity to review and make recommendations about the program curriculum.	5	4	3	2	1	N/A

10. The advisory committee had the opportunity to review and make recommendations about the program equipment and facilities.

    5   4   3   2   1   N/A

How can FTCC improve the advisory committee process?

We welcome your comments and/or suggestions. Please include additional information to help Fayetteville Technical Community College improve our advisory committee process. All information will remain confidential. Thank you.

SAMPLE

Current document is maintained by the Office of Institutional Effectiveness and Assessment and is sent out after every Advisory Committee meeting.

October 27, 2008

«TITLE» «FIRST» «LAST_NAME»

«POSITION»

«EMPLOYER»

«ADDRESS_1»

«ADDRESS_2»

«CITY», «STATE» «ZIP»

«GreetingLine»

On behalf of our faculty, staff, and students of Fayetteville Technical Community College, I sincerely thank you for your past service on the «Curriculum» Advisory Committee. Your commitment of time and expertise have significantly benefited the academic program and assisted the College in maintaining the integrity of the workplace requirements.

Thank you for supporting the College's workforce development mission. If I can assist you in any way, please contact me.

Sincerely,

J. Larry Keen, Ed.D.

President

Current document is housed with Advisory Committee member database.

March 2, 2009

«TITLE» «FIRST» «LAST_NAME»

«POSITION»

«EMPLOYER»

«ADDRESS_1»

«ADDRESS_2»

«CITY», «STATE» «ZIP»

«GreetingLine»

Thank you for agreeing to serve on the «PROGRAM» Advisory Committee. One of the most important goals of the College is to ensure that students are graduating with the skills necessary to become valuable and productive members of the workforce. The advisory committee system assists the College in accomplishing this goal. You will join other professionals in your field to assist us with planning, implementing, and evaluating the College's programs and services.

On behalf of the College, I would like to extend an invitation to join us for our annual Advisory Committee Kick-off Dinner on September _____. 20__ at 6 pm. Please RSVP to AdvisoryRSVP@faytechcc.edu or to the Office of Institutional Effectiveness and Assessment at 910-678-8322 by _____.

Because you have expert knowledge in the field you represent, your advice is invaluable to the College. Thank you once again for your willingness to serve and we look forward to your input. Please call if you have any questions.

Sincerely,

J. Larry Keen, Ed.D.

President

Current document is housed with Advisory Committee member database

Appendix B2

Advisory Committee Kick-off Dinner Meeting Checklist
Advisory Committee Kick-off Dinner Meeting
Checklist for

____day, September ___, 20___, 6:00 p.m.

Duty	Date Submitted	Date Completed
Set the date of the event and change date on invitation letter. Inform the Chair of the Advisory Committee, Review, Development, and Training committee		
Program coordinators are notified of dinner via email		
Chairs/Coordinators start recruitment of members (May)		
Reserve the location of the dinner		
Annual Advisory Dinner program needs to be updated and sent to Printshop		
Complete Work order for the necessary equipment for Media Services		
Design a diagram of the dinner location and send with a Work Order to Plant Operations		
Get different quotes from caterers		
Check with the Culinary Technology Department about the students catering the event		
Committee members are invited to Kick-off meeting (August)		
Communicate with the Secretary of the VP for Academic and Student Services about the number of attendees		

SAMPLE
Current document is housed with Advisory Committee member database.

Sample Program Cover for Kick-off Dinner

First

Annual

Advisory Dinner

____day

September **, 20**

___ p.m.

Fayetteville Technical Community College
P.O. Box 35236

Fayetteville, NC 28303

Current document is housed with Advisory Committee member database.