

# Fayetteville Technical Community College ADVISORY COMMITTEE HANDBOOK

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Proponent: Associate Vice President for Curriculum Programs

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# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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## **FUNCTIONS**

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### **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

**Functions (Continued)**

- 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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### Functions (Continued)

#### **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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **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**

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### **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

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Operations (Continued)**

- 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:*

## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

### **Operations** (Continued)

- 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 *WeaveOnline*.

### **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)

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## **EFFECTIVE PRACTICES**

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### **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.

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**Appendix A1**  
**Advisory Committee Member Information Form**

If you need to add a member to your Advisory Committee list, please have the member supply the following information:

Program \_\_\_\_\_ Program Code \_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Title
-----------	------------	-------

Position \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex       Male     Female

Race      \_\_\_\_\_

Term (Year) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

FTCC Graduate       Yes     No

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## 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](http://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

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**Appendix A3**  
**Program Advisory Committee**  
**Selection of Officers**  
**Memorandum for Record**

To: Vice President for Academic & Student Services

From: \_\_\_\_\_ (Program)

Date: \_\_\_\_\_

Subject: Election of Standing Committee Officers

The following officers were elected for the \_\_\_\_\_ academic year:

Chairperson

\_\_\_\_\_

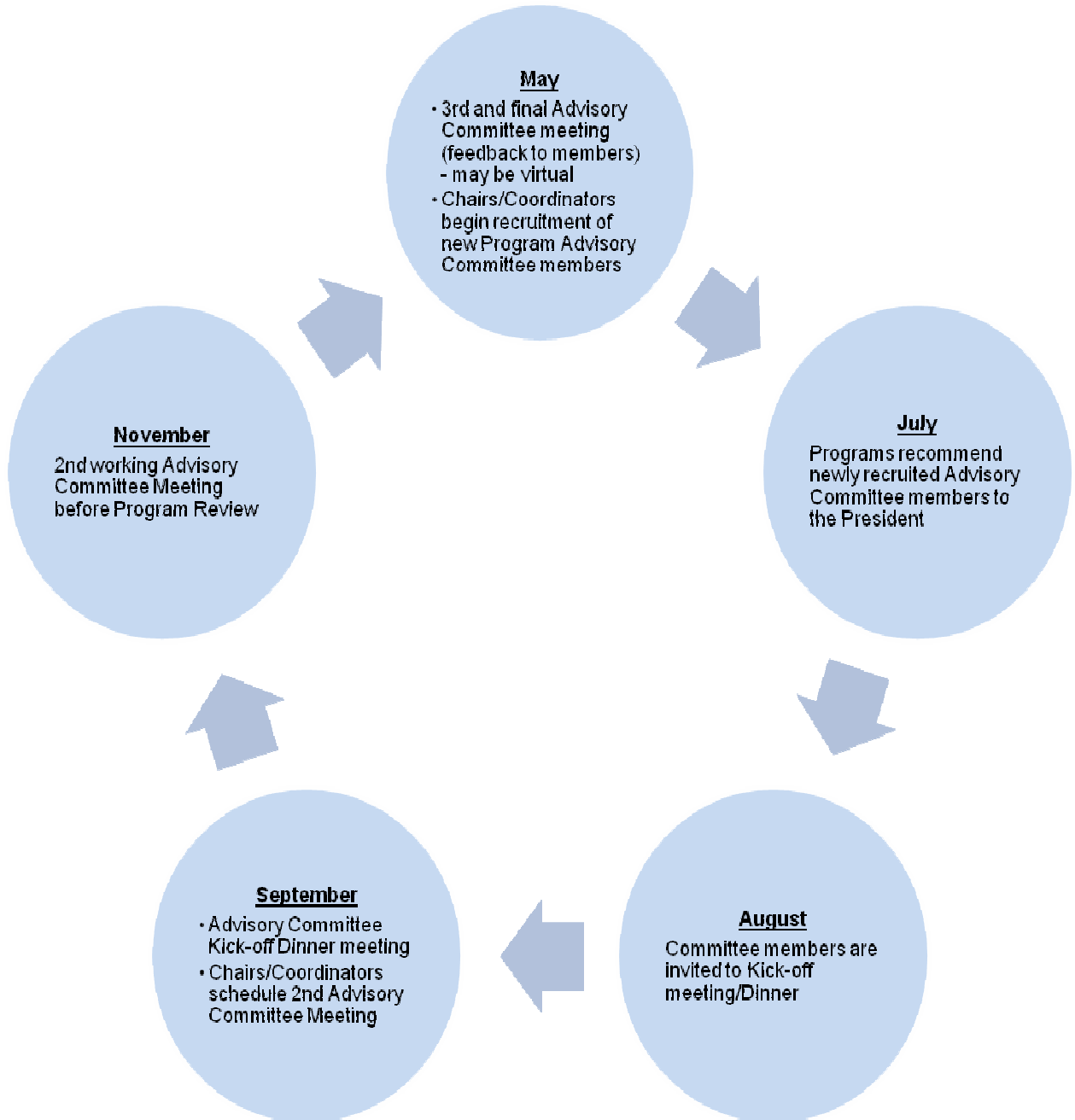
Vice Chairperson

\_\_\_\_\_

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## Appendix A4

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



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## Appendix A5

### 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. Distribution, discussion, and approval of previous meeting minutes
- IV. Review/update 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

Fayetteville Technical Community College  
Committee/Subcommittee:

Meeting Minutes

Date:

- I. Call to order
  - A. Meeting facilitator \_\_\_\_\_ called the meeting to order.
  - B. The date of the meeting was \_\_\_\_\_, the time was \_\_\_\_\_, and the meeting was held in \_\_\_\_\_.
  
- II. Roll call
  - A. The following committee members were present: \_\_\_\_\_.
  - B. The following committee members were unable to attend: \_\_\_\_\_.
  - C. The following guests were present: \_\_\_\_\_.
  
- III. Approval of minutes from previous meeting
  - A. Committee secretary \_\_\_\_\_ distributed the minutes from the previous meeting.
  - B.  The minutes of the previous meeting were approved as read.  
 The minutes of the previous meeting were approved as read but with recommended changes (formatting, grammar, punctuation) that do not materially affect the content of the minutes.
  - C. The following content changes to the minutes were recommended:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
  
- IV. Old business
  - A. Discussion/update of the following open items occurred:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
  - B. Discussion/update of the status of the following action items occurred:
    1. Action item \_\_\_\_\_; the status of this action item is \_\_\_\_\_.
    2. Action item \_\_\_\_\_; the status of this action item is \_\_\_\_\_.
  
- V. New business
  - A. Discussion of the following new business occurred:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
  - B. Discussion of new action items occurred.
    1. Action item \_\_\_\_\_; this action item was assigned to \_\_\_\_\_; this action item should be completed or an update provided by \_\_\_\_\_.

2. Action item \_\_\_\_\_ ; this action item was assigned to \_\_\_\_\_ ;  
this action item should be completed or an update provided by \_\_\_\_\_ .

C. Summary of today's new action items occurred.

VI. Next meeting: [date] \_\_\_\_\_ ; [time] \_\_\_\_\_ ; [location] \_\_\_\_\_ .

VII. Adjournment – meeting facilitator \_\_\_\_\_ closed the meeting at \_\_\_\_\_ .

Minutes prepared by: \_\_\_\_\_

## 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.

	<b>Strongly Agree</b>						<b>Strongly Disagree</b>
	Yes						No
1. The agenda and reminder phone call or email were received in advance of the committee meeting.							
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	5	4	3	2	1	N/A	

recommendations about the program  
equipment and facilities.

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.

**Appendix B1  
Advisory Committee Sample Letters**

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

**The original document is housed with the 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](mailto: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

**The original document is housed with the 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		
Chairs/Coordinators start recruitment of members (May)		
Reserve the Gym		
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 Gym to 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). Program coordinators are notified and invited to dinner via email with RSVP information		
Support Services is contacted to activate the RSVP email address		
Communicate with the Secretary of the VP for Academic and Student Services about the number of attendees		

The original document is housed with the Advisory Committee member database.

**Appendix B3**

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**



The original document is housed with the Advisory Committee member database.