



## AP 4102 Advisory Committees

Reference:

*Title 5, Section 55600 et seq.*

### I. ESTABLISHMENT OF AND APPOINTMENT PROCESS FOR RELATED ADVISORY COMMITTEES

#### A. Introduction

The primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement [Section 66010.4(a)(3)]. The Vocational and Technical Education Act (VTEA) 1998 and the California State Plan for Vocational and Technical Education, February 2000, mandate the establishing and maintaining of Career Technical/Vocational Education Program Advisory Committees. All California Community Colleges that participate in Career Technical/Vocational Education must appoint and have active Program Advisory Committees to develop recommendations on the specific program and to serve as liaison between the college and Business, Industry, Government, and Community potential employers.

To this end, Imperial Valley College has designed, adopted, and implemented the *Program Advisory Committee Handbook, revised February 2006*, to serve as a campus-wide resource, guide, and reference. All IVC personnel responsible for the development and maintenance of relevant and effective Applied Sciences programs can use this document as resource guide for their Advisory Committees.

#### B. Definition of a Program Advisory Committee

A program advisory committee is a group of volunteers selected to provide advice and/or support to the college, division chairs, faculty, and administration in a specific program occupational area and discipline.

#### C. Purpose of a Program Advisory Committee

The primary purpose of any program advisory committee is to assist the college in maintaining applied sciences (vocational education) programs that match the

realistic needs of Business and Industry. Since Business and Industry are in a constant process of change, maintaining an awareness of the nature and scope of such changes is almost impossible for the college instructional staff. Accordingly, it is absolutely necessary that the college, and its staff, maintain input from Business and Industry partners, which will allow the college to update its programs in accordance with current changes within any occupational field.

**D. Qualifications of Advisory Committee Members**

The members of the program advisory committees should be individuals with a strong sense of responsibility and civic-mindedness who are willing to assume the responsibility of advising the staff, administration, and trustees on matters of educational concern related to their occupation. Committee members will commit to the following:

1. **ADEQUATE TIME** - The person selected must be able to devote sufficient time and enthusiasm to the committee's work.
2. **REPRESENTATIVE OF THE BUSINESS OR OCCUPATION** -Employer representatives are selected from Business, Industry and/or Government agencies that are recognized for their progressive practices and efficient operations. They may be owners, managers, or selected representatives from various occupations and professions. The employee representatives are professional and skilled craftspeople respected in their trades. A balanced representation of different aspects of the occupation is sought.
3. **LEADERSHIP** - Members of the committee have demonstrated leadership within their respective occupations.

**E. Procedure for appointment of Advisory Committee Members**

1. Prospective committee members may be recommended by teaching faculty, department chairpersons, administrative staff, committee members, and members of the Board of Trustees.
2. The administrator, in concert with the occupational program lead responsible for the occupational program for which the committee is formed, is responsible for contacting prospective committee members to confirm their willingness to serve.
3. The President of the College, on behalf of the Board of Trustees, names the committees and notifies the individual members of their appointments.

4. College representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and other individuals, as appropriate.

**F. Membership of Advisory Committee Members**

Each program area should have its own advisory committee, which would be composed of the following representatives:

1. Business and Industry who manage and/or supervise in the occupational areas of concern.
2. Business, Industry, Government who work in the occupational areas representing the program.
3. Employment Development Department (EDD).
4. Instructional college staff in the areas of occupational concern and in academic supporting areas.
5. The community who are aware of the needs of the disadvantaged and the handicapped.
6. The students who are in training in the occupational programs.

**G. Advisory Committee Functions**

The committees act in an advisory capacity. They have neither legislative nor administrative authority. Responsibility for decision and action rests with the Board of Trustees, the President, and the staff to whom responsibility for administration and implementation has been delegated.

Advisory committees are extremely important in the development of a two-way system of understanding and communication between Imperial Valley College and its community. The confidence of the public is secured when the counsel of experienced and responsible citizens is solicited and acted upon by the college.

Although the power of an advisory committee is based upon advisement and recommendations, the input of any active group is critical to the success of college career technical education programs. Without such input, the college staff would be hard-pressed to make valid content decisions, program improvement, and program expansion. Historically, active advisory committees have made significant contributions to program implementation and development.

## **H. Responsibilities of the Advisory Committee**

1. Review, evaluate, and make recommendations concerning the content of instructional courses in the occupational program.
2. Review, evaluate, and recommend the courses to be included in the program area. This includes the addition/deletion or other forms of revisions to any existing courses within the program area.
3. Assist in reviewing instructional techniques and instructional procedures within the occupational program.
4. Assist in the recruitment and screening of prospective staff for the instructional program, including full-time and part-time staff.
5. Make recommendations concerning use of instructional materials, including texts, audiovisual materials, lab assignment, etc.
6. Take recommendations concerning the availability of program facilities, equipment, and instructional supplies for the program.
7. Make recommendations concerning supportive services such as counseling, student placement, tutorial services, student clubs, etc.
8. Assist the college in its job placement services for students.
9. Assist with public relations efforts of occupational programs.

## **I. Responsibilities of College Representatives**

1. Arrange for a meeting place and parking permits if needed.
2. Prepare and mail agenda and attachments to be discussed.
3. Notify members and administration of the meeting.
4. Provide for representation.
5. Provide program status reports (statistical and descriptive info).
6. Keep and file minutes of all meetings.

7. Mail minutes to all concerned.
8. Topics discussed at meetings should not be confined to those proposed by the college staff. It is important that they consult with other members of the committee in order to include what the community believes to be the strengths and weaknesses in the program and to get ideas for improvement.

College representatives do not act as officers of a committee. They serve in a capacity of consultant or resource persons in order to assist the committee in its work.

Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Instruction for Applied Sciences.

#### **J. Conducting Meetings**

The chairperson and the college representatives will develop the agenda. The agenda, minutes of the previous meeting, and notices of future meetings will be distributed in a timely manner.

Program advisory committee meeting protocol should be consistent with Robert's Rules of Order and should include:

1. The matter of business to be acted upon should be presented to the committee in the form of a motion.
2. A motion, when moved, seconded, discussed, and carried, becomes a recommendation of the committee. The minutes should show who made the motion, who seconded it, and the nature of the vote (i.e. unanimous, 5-2, etc.).
3. The minutes should reflect a summary of discussion without necessarily attempting to report it verbatim.
4. Draft minutes should be written promptly after the meeting and sent to members of the committee. Minutes are not official until approved at the next meeting.
5. Copies of the minutes should be filed with the Dean of Instruction for Applied Sciences, who will distribute them to appropriate administrators.

#### **K. Follow-up on Recommendations**

When the committee's recommendations have been discussed, addressed, and/or accepted and implemented by the college staff, committee members should be so informed, and receive follow-up reports on the outcome and/or effectiveness of their recommendations. They should also be advised if their proposals cannot be accepted by the college, and the reasons for not accepting the committee's proposals should be clearly stated.

**L. Summary**

The program advisory committee is a source of public counsel. The judgments of committee members commonly reflect sound community thinking, and the suggestions for improvements that result from committee action should be considered. Only through communication and close cooperation with the community can Imperial Valley College hope to develop quality occupational education programs.

**II. PROVISIONS FOR DOCUMENTING THE COMPETENCE OF STUDENTS COMPLETING VOCATIONAL AND OCCUPATIONAL PROGRAMS**

**A. OCCUPATIONAL/VOCATIONAL CURRICULA PROGRAMS**

Imperial Valley College has developed career programs which reflect employment opportunities of Imperial County and the region. Advisory committees work closely with the College to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science degree. It is recommended that students plan a broad educational background including general education courses.

It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the students.

**B. CERTIFICATES**

Occupational certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the College offers the Associate Degree. To qualify for an occupational certificate, a student must:

1. Complete all courses listed with requirements for a particular certificate.
2. Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.
3. File a certificate petition with the Dean of Admissions not later than the end of the fourth week of each semester and the first week of the summer session.

**C. CREDIT FOR CORRESPONDENCE AND EXTENSION COURSES**

A student may petition to have a maximum of six units of credit counted toward graduation for correspondence or extension courses which meet the following standards:

1. Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.
2. Courses must be designated as recommended for lower division credit by the college or university.

It is the responsibility of the student to submit evidence establishing the above standards to:

IVC Registrar  
PO Box 158  
380 E Aten Road  
Imperial, CA 92251-0158