

ADMINISTRATIVE PROCEDURES

Title: ADVISORY COMMITTEES FOR TECHNICAL PROGRAMS	Identification: 4.11
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0246; 6A-14.0262; 6A-14.030; 6A-14.0341 FS 187.021; 240.319; 240.355 HCC Rule 6HX-10-3.003, 3.006	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure outlines the function and responsibilities of advisory committees serving technical programs offered by Hillsborough Community College.

PROCEDURE

An advisory committee will operate on a consultant-advisory basis to a particular technical program. The committee will submit recommendations regarding the curriculum, recruitment, placement and assessment of the technical needs for these programs.

The following procedural guidelines apply to advisory committees:

1. DUTIES AND RESPONSIBILITIES

Advisory committees will be responsible for the following:

- A. To serve as a line of communication between the College programs and related occupational fields in the community by initiating and maintaining an effective public relations program.
- B. To assist the technical program staff in identifying specific skills needed to assure employment of program completers and their success on the job.
- C. To assist the technical program faculty in updating instructional methods and materials and to keep the program relevant with technological changes within the specific occupational field.
- D. To assist in assembling sufficient data to determine how many students should be trained annually in order to keep a balance between the supply and demand for trained program completers.
- E. To provide annual evaluative data to technical program faculty concerning the strengths and weaknesses of graduates of the program.
- F. To analyze evaluative data for use in improving curriculum and instructional methods.

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- G. To assist technical program faculty in recruiting students for specialized training.
- H. To promote the College and the technical programs throughout the community and to encourage employers within the community to use HCC technical programs and training as a means for employee training, career development and individual motivation.
- I. To assist the College and/or an technical program in any way as the need arises that pertains to special and timely problems, concerns or issues.

2. **ORGANIZATION AND STRUCTURE**

Advisory committees will include representatives from specialized technical fields in the community and the following:

- A. Each committee will have at least five (5) members. The recommended number is between eight (8) and twelve (12) members.
- B. Each committee will have program faculty representation.
- C. Each committee will have minority/protected group(s) representation.
- D. Each committee will have one student as a member of the board.

Each committee member will have one vote. However, the Director for Technical Programs or the campus academic dean will serve each committee in an advisory function and will not vote.

3. **MEMBERS**

An individual may be recommended to the Director for Technical Programs for membership on an advisory committee from one of the following groups:

- A. A member from the community involved with or from a business or agency and related to the College program.
- B. A member currently serving on an advisory committee; and
- C. A program faculty member of the College; and
- D. A student currently enrolled in the program.

The Director for Technical Programs may recommend additional or alternative applicants to meet the needs of the College.

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The Director for Technical Programs will forward nominees to the Vice President for Education and Student Development. The Vice President for Education and Student Development will forward nominees to the College President for review. The College President will recommend nominees to the Board of Trustees for approval. The Director for Technical Programs will forward a copy of the Committee appointment list to the Assistant to the President for Equity and Special Projects.

Members of advisory committees will be appointed for a two (2) year term. Current members of a committee may be reappointed to ensure the continuity of advisory committee. A member may submit a request to the President to be removed from a committee. A member may be removed from a committee for missing more than three (3) meetings during a one-year period.

4. **MEETINGS**

Advisory committees will meet once each academic term. However, at their option, a committee may meet more frequently in accordance with the needs of a program.

Advisory committees may meet at any site that is convenient to the members and accessible to those members with a disability. However, the College recommends that the advisory committees use facilities at the College whenever possible.

The program manager will be responsible for coordinating and conducting the advisory committee meeting.

5. **ANNUAL REPORT**

The Director for Technical Programs will prepare and forward a report once every year outlining the activities of each advisory committee to the Vice President for Education and Student Development for review.

History: Formerly 3.108