



# ADVISORY COMMITTEE HANDBOOK

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# WELCOME

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On behalf of Vance-Granville Community College, thank you for agreeing to serve as a member of one of our advisory committees. The advisory committees are truly the life blood of the College. As an advisory committee member, you are committing your time and expertise to help us further improve and expand our educational programs and services. We are eager to have your assistance in determining the changing needs and interests of the citizens of Vance, Granville, Franklin, and Warren counties.

This handbook is intended to present information that will be helpful to you. It outlines the purpose, functions, and operating procedures related to advisory committee activities. Information about the College, and specifically about the program you are serving, will be provided to you at your regular meeting by the program head and/or committee chair.

You were invited to serve as a VGCC advisory committee member because of your knowledge, expertise, leadership, professionalism, and commitment to excellence. You are the link that makes the community college effective in its service to our constituents. Thank you for your participation and for joining Vance-Granville Community College in its quest to provide relevant, high quality programs and service.

# **ROLE & FUNCTION OF AN ADVISORY COMMITTEE**

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An advisory committee provides input to ensure our programs are designed to meet the workforce development needs of our service areas. This committee may assist with determine the program's compliance with criteria for effectiveness including Critical Success Factors and Performance Measures and other accountability standards which are prescribed by the North Carolina Community College System, the State Board of Community Colleges, the North Carolina Legislature, and the Southern Association of Colleges and Schools Commission on Colleges.

In order to do this, advisory committee members are asked to:

- Become knowledgeable of Vance-Granville Community College and the program and/or service area which it represents.
- Attend meetings regularly, participate in committee discussion, and serve on subcommittees when needed.
- Keep the College program head and administration informed of new developments in business and industry.
- Study any problems that come before the advisory committee.
- Participate in analytical reviews of the program.
- Identify business partners to support the program.
- Evaluate the advisory committees' meetings and work.
- Provide recommendations to the College where needed for program improvement.

# ADVISORY COMMITTEE RESPONSIBILITIES

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- ***Assist in providing job market information by:***
  - Determining jobs within an occupation for which education and training are needed,
  - Determining the need for supplemental/upgrading education and training for people who might be needed for employment in the community,
  - Determining new areas in which education and training should be developed.
- ***Assist with the program curriculum by:***
  - Helping determine expected student competencies or outcomes, Helping determine occupational information to be included in the major courses,
  - Helping determine emphasis given to human relations and employability skills,
  - Helping determine the content of each major course as it relates to the total curriculum,
  - Helping determine the level of skill development for each competency, and
  - Helping determine the emphasis given to safety in the use of tools and equipment.
- ***Assist with student placement by:***
  - Notifying the College's job placement office of job openings, and
  - Employing work-based learning students and graduates.

# ADVISORY COMMITTEE RESPONSIBILITIES

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- ***Assist in public relations and recruitment by:***
  - Developing community awareness of College programs,
  - Suggesting ways to promote the College through speaking engagements, newspapers, radio, television, and other media,
  - Seeking funds and establishing scholarships and awards for students,
  - Cosponsoring open house or career events,
  - Interviewing and recommending faculty candidates; helping faculty update their technical skills, and
  - Providing or recommending return-to-industry experiences for program faculty.
- ***Assist with equipment and facilities by:***
  - Reviewing present equipment and facilities,
  - Surveying equipment currently in use by industry,
  - Suggesting a schedule for replacement of equipment,
  - Seeking equipment donations
  - Supporting efforts by the VGCC Foundation to raise private funds to supplement the programs when state funds are not available,
  - Provide student, staff, and faculty development,
  - Build scholarships, and
  - Sponsor activities and events.
- ***Assist in helping faculty evaluate the program's effectiveness by:***
  - Responding to queries about employers' satisfaction with graduates' preparation and training for the job,
  - Comparing program accomplishments with program objectives,
  - Formulating recommendations for program revisions and improvements,
  - Participating in planning to act on recommendations, and
  - Following up on accomplishments that result from implementing recommendations.

## **MEMBERSHIP GUIDELINES**

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Most advisory committees have between six to twelve members. However, size may vary depending upon the nature of the program. Members are appointed to a three-year term. Membership is structured so that one-third of the membership rotates out each year. To have broad representation, only one member per company or organization usually serves on the advisory committee at any one time. It is also recommended that no more than two graduates of the program serve at any one time. Representatives from new industries moving into the area should be appointed to appropriate advisory committees at the earliest opportunity.

## **APPOINTMENT OF MEMBERS**

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Following the membership guidelines outlined, the advisory committee and the College representative may recommend new members. Once the prospective member(s) agree to serve, the program head submits names to the appropriate dean who submits final proposals to the Vice President of Learning, Student Engagement and Success. The President of the College extends the official invitation to serve on the committee after the Board of Trustees reviews the list of names at its September meeting.

# OFFICERS

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Officers of the advisory committee are the Chairperson, Vice Chairperson, and Secretary.

**Chairperson:** The chairperson is an advisory committee member elected by the group at the first meeting of the academic year. The chairperson works closely with the program head or faculty member, calls meetings, plans agendas, presides at meetings, and appoints subcommittees.

**Vice Chair:** A vice chairperson may be elected or appointed. This person serves in the absence of the chairperson.

**Secretary:** The program head or faculty member serves as the secretary for the committee and works closely with the chairperson. The program head is responsible for ensuring advisory committee involvement in the program. Acting as secretary, the program head ensures the timely announcement of upcoming meetings, communicates information, and records and mails minutes to all committee members. The secretary will submit minutes to the appropriate Dean and the Office of Institutional Research & Technology.

The following should be submitted to the Office of the Vice President of Learning, Student Engagement & Success:

- Copy of the meeting minutes (a template has been provided)
- A summary of committee recommendations, as appropriate, using the recommendation form provided

## **MEETINGS**

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Program advisory committees are required to meet at least once each academic year. Meeting dates should be confirmed in advance and shared with the Office of the Vice President for Learning, Student Engagement and Success. The program head or designee will set the agenda and arrange the meeting. In addition to the members of the committee, if the program's accreditation agency requires a member of the college's administrative team be present, the program head or designee is responsible for ensuring the requirement is met.

## **RECOMMENDATIONS**

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Recommendations made by the advisory committees will be addressed in the annual planning process as strategies of the program. Assessments are completed at the end of the planning process to evaluate the effectiveness of each strategy.





**Insert Committee Name Advisory Committee**  
**Meeting Minutes**

**Date:** Insert Date

**Time:** Insert Time

**Members Present:** List Members Present

**Members Absent:** List Members Absent

**Others Present:** List Others Present

**Review of Minutes from Previous Meeting:**

**Program Update:**

*(Make sure to include a summary of what has been accomplished within the last year and an update on where things stand with the prior year recommendations)*

**Discussion:**

**Committee Recommendations for Current Year:**

**Additional Discussion:**

**Adjournment Time:**

**Submitted by:** Insert Name, Title