HORRY-GEORGETOWN TECHNICAL COLLEGE
PROCEDURE

Number:	8.2.8.1
Related Policy:	8.2.8
Title:	Curriculum Advisory Committees
Responsibility:	Executive Vice President for Academic & Workforce Development

Original Approval Date:	08-01-1994
Last Cabinet Review:	10-05-2022
Last Revision:	10-05-2022

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President

I. Purpose

Programs of technical education should be an integral part of the community in which they exist and must reflect the day-to-day occupational life of that community. Close cooperation between the College and those in the work force of the service area is essential. One of the most effective formal means of providing for this type of cooperation is the lay advisory committee.

II. Function

The duties of the advisory committee should extend beyond giving advice, however, the members should be aware that they have neither legislative nor administrative authority.

The major function of the local advisory committee is to provide appropriate input and advice toward the establishment of practices that will keep instruction practical and functional. In order to keep programs realistic, committees should take an active part in verifying courses and course content since members have the essential, specialized knowledge of the needs of the service area. Representatives of the fields for which instruction is to be provided, and instructional content. All phases of training should be reviewed periodically in order to keep them occupationally oriented and up-to-date.

Among the many functions an advisory committee may utilize to assist and help the technical educator are the following:

1. Collecting community input.
2. Determining and verifying the need for training.
3. Providing tangible evidence that business or industry is supporting the program.
4. Reviewing past accomplishments and forecasting trends affecting training and employment.
5. Evaluating the program.
6. Championing the program to the community and to employers.

7. Planning facilities and establishing standards for shop and lab planning.

8. Establishing standards for selecting equipment, technology, and instructional materials.

9. Relate new technical developments that require changes in the curriculum.

10. By offering guidance and support in technical matters.

11. Selecting production work to be used or instructional vehicles for accomplishing course objectives.

12. Providing accurate occupational information.

13. Finding placement opportunities for students.

14. Determining criteria for evaluating student performance.

15. Developing cooperative work experience programs and internship opportunities for students.

16. Providing support toward a viable return-to-industry program for faculty.

17. Providing an additional effective public relations instrument for the College.

18. Providing input on program and student learning outcomes.

III. Membership

Each advisory committee will be representative by number, composition, and experience of the occupation reflected in each curriculum. The advisory committee shall consist of a minimum of five (5) members and a recommended maximum of twenty (20) members. The advisory committee may serve one or more curriculums within a cluster as deemed most advisable. Members chosen should have had recent, successful, firsthand, and practical experience in the Committee's area of concern, and evidence substantial interest in the program. Candidates for membership should be responsible, civic-minded, and cooperative. Members chosen should be available to attend meetings and should be well informed about College activities in general. Each curriculum should select one former graduate, where feasible, to serve as a member. Members chosen shall serve a minimum of one academic year. Members may be added or replaced on a year-to-year basis, with the provision that a member may serve two or more successive years. Candidates for membership for each curriculum are to be carefully screened by the Academic Chair; the Academic Chair then makes his or her recommendation to the Assistant Vice President for Academic Affairs/Dean for their approval. Each curriculum advisory committee shall serve the curricula, for which they are chosen, on any campus of the College.

IV. Reports

It is the responsibility of the Academic Chair to submit all advisory meeting agendas and minutes for each program to the office of the Executive Vice President for Academic and Workforce Development within thirty (30) days of the meeting. The Advisory Committee Membership Listing should include the member's name, contact information and place of employment.