

# INSTITUTIONAL DIRECTIVE 8-30

July 25, 2005

## Title: Program Advisory Committee Policy

### I. Purpose

This policy sets forth the policies and procedures for establishing and using program advisory committees in such a way as to assure the currency and effectiveness of each academic program.

### II. Policy

It is the policy of Piedmont Technical College that each associates degree, diploma and certificate program will be subject to the scrutiny of a program advisory committee. All potential programs in the planning and development stage will also be subject to the scrutiny of relevant employers and other appropriate persons.

### III. Definitions and Intent

Program advisory committees are defined as a formalized group of employers and other individuals not associated with Piedmont Technical College who are representative of and knowledgeable of the present and anticipated performance conditions and requirements of given occupations within Piedmont's service area. This group is to be constituted and operated so that the combined judgments and experience of the members will influence the curriculum structure and instructional methods used in the associated programs.

### IV. Procedures

#### A. Membership on the Advisory Committee

1. Members will represent all relevant employer and related perspectives of the service area. To the degree feasible they will also respond to the need for broad gender and race representation.
2. Normally members will serve for three-year staggered terms which are repeatable.
3. Members will be selected by the department chair, with advice and counsel by the dean and the Associate Vice President for Academic Affairs. Changes in existing membership and composition of new committees will be forwarded to the Vice President of Education, who may suggest additional or replacement members.

Office of Responsibility: Vice President of Education

- B. Operations of the Advisory Committee.
  - 1. Advisory committees will meet formally at least once a year and, usually, more often.
  - 2. Agendas will be prepared in advance, and will be circulated to the dean and vice president in advance for appropriate advance comment or suggestion.
  - 3. Formal minutes will be taken and distributed to the appropriate parties (e.g. dean, vice president, and faculty). Copies of all minutes shall be on file in the office of the Vice President of Education.
- C. Communications
  - 1. Current lists of committee members, with positions, phone numbers and addresses, will be sent to the dean and vice president annually, with updates whenever they occur.
  - 2. Formal letters of appointment, and of appreciation when a member terminates service, will be sent out by the vice president.
  - 3. Letters and agendas for committee meetings will be sent out at least three weeks in advance by the department chair.
- D. Responsibilities
  - 1. Each committee will have scrutiny over one or more programs.
  - 2. Committee responsibilities will include, but not be limited to, advice concerning the following:
    - a. Currency and content of curriculum,
    - b. Instructional methods,
    - c. Instructional resources,
    - d. Preparedness of graduates,
    - e. Employment needs and trends,
    - f. New program possibilities, and
    - g. Other decisions of major impact on the program.
- E. Each advisory committee member shall receive a survey each year to assess their level of involvement in each of the items above (D. Responsibilities). The Department Head will return surveys to the Office of Institutional Research. Summaries will be provided to the Department Head and to the Commission on Higher Education (CHE). A copy of the summaries and individual surveys will be kept on file in the Office of Institutional Research.

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