



## **Career Program Advisory Committee Guidelines**

### **November 2010**

Community College of Philadelphia  
Office of the Vice President for  
Academic Affairs

### **Introduction**

Each career program (or set of programs in the case of several similar programs) must have an advisory committee, which has meaningful participation in the operation of the career program at Community College of Philadelphia. Although advisory committees have no administrative or legislative authority, they provide an important service to the College. Members of an advisory committee serve as valuable resources, helping the faculty to ensure the quality and currency of the curriculum and the responsiveness of the program to the labor market and society.

### **I. Purpose of Advisory Committees**

The following lists suggests the type of activities that an advisory committee may be asked to carry out:

- a. Assist in identifying training needs, changing labor market conditions and job openings.
- b. Help promote the program and interpret it to the larger community.
- c. Support program evaluation efforts, including being available for consultation during program accreditation.
- d. Assist in locating resources.
- e. Help identify speakers for special events.
- f. Identify employment opportunities for graduates and cooperative education experiences for current students.
- g. Help the faculty ensure the quality and currency of the curriculum (for example, by reviewing a program audit).

### **II. Representation on Advisory Committees**

- a. The advisory committee should be composed of individuals familiar with the requirements of occupational areas served by the program(s).
- b. The committee should be well-balanced with representatives drawn from as many of the following areas as appropriate.
  1. Business and Industry, including, wherever possible: large and small firms, professional and trade organizations, chambers of commerce, business sponsored civic groups and business consortia

2. Organized labor
  3. Governmental agencies
  4. Other educational institutions
  5. Program graduates working in the field
  6. Adjunct faculty (on a voluntary basis)
- c. Prospective members of the committee must be approved by the division dean prior to appointment to the committee. Appointments should occur on a regular basis so that new perspectives may be brought to the program.
  - d. The committee should be diverse in characteristics such as gender, race, ethnicity and age.
  - e. Individuals who are asked to participate should routinely be available at times meetings are expected to take place.

### **III. Operation of Advisory Committee**

- a. Period of appointment: Appointments to advisory committees should be for specific periods of time. Periods of appointment should not be more than four years and should be staggered to permit continuity. For example, a 12-person committee should be arranged to have three new members each year. Members may be appointed for a second term, but it is suggested that members not serve more than two consecutive terms. In some cases it may be desirable to have an advisory committee member appointed to a permanent "ex-officio" position. Approval for such a position must come from the division dean.
- b. Appointment process: The department faculty, the department head, the division dean or others interested in the successful operation of the program may suggest advisory committee members. After the division dean approves the proposed committee member, a letter of appointment is sent from the College president.
- c. Committee functioning: The following guidelines should be used in holding advisory committee meetings:
  1. The division dean, department head, full-time faculty members and students, if appropriate, should attend the meeting. Invitations should be extended to the vice president for Academic Affairs, the president, and any other individuals in the College whose participation would enhance the usefulness of the meeting.
  2. Committees should meet on campus at least once a year.
  3. An agenda for the meeting should be prepared and distributed to those attending the meeting several weeks before the meeting.
  4. Minutes of the meeting should be kept and distributed to committee members as well as to the division dean. Approved minutes must be sent to the Office of Academic Affairs.
  5. The meeting should be chaired by an individual from the advisory committee or by the program leader.
  6. The committee should clearly understand their advisory, non-policy making function. However, the committee should be informed of programmatic changes that are implemented on the basis of their recommendations and given assurance that their input is valuable.
  7. Every effort should be made to provide members with a general understanding of the College mission and goals. This can be done in such ways as: developing a program information handbook for the

advisory committee members, inviting members to College functions and providing an opportunity for the president or vice president for Academic Affairs to speak about general College developments at some meetings of the committee.

8. Advisory committee members should be contacted between meetings when their advice would be helpful.
9. Advisory committee members who have performed in an exceptional manner in supporting the program should receive formal recognition of their service through such activities as a presidential letter of appreciation, news releases, letters to superiors or certificates of service.

## **IV. Advisory Committees and Accreditation**

If a career program has accreditation by an outside group, there may be policies or procedures related to advisory committees that must be met to maintain accreditation. The program leader, department head and division dean should review accreditation requirements to ensure that the College is in compliance.

### **Career Programs**

American Sign Language/English Interpreting  
Applied Studies  
Automotive Technology  
Behavioral Health/Human Services  
Business Administration  
Chemical Technology  
Clinical Laboratory Technician  
Computer Assisted Design Technology  
Computer Forensics  
Computer Information Systems  
Construction Management  
Culinary Arts & Hospitality Management  
Dental Hygiene  
Diagnostic Medical Imaging  
Digital Video Production  
Education: Birth to 4<sup>th</sup> Grade  
Engineering Science  
Facility Management  
Fire Science  
Geographic Information Systems  
Justice  
Management  
Marketing  
Medical Assisting  
Nursing  
Paralegal Studies  
Photographic Imaging  
Respiratory Care  
Sound Recording and Music Technology