WGTC 6.5

Advisory Committees

It is the policy of the Technical College System of Georgia that program advisory committees are established to promote interaction between the program and businesses and industries served by the program. According to the Technical College System of Georgia, "A program advisory committee provides expert support for each diploma/degree/selected certificate program." The expertise of the advisory committee will help the program instructors and directors improve their program content and ensure up-to-date and quality instruction.

A program advisory committee's scope of work is comprised of the following items:
- Assist in evaluation of strategic and operational plans
- Review and recommend requirements of existing degree, diploma, and technical certificate of credit offerings
- Provide advice regarding curriculum content to ensure that courses relate to present and future employment needs
- Provide suggestions regarding the modification, addition, or deletion of course offerings
- Provide recommendations regarding the design and use of physical facilities
- Provide recommendations regarding the selection and maintenance of equipment
- Assist in evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program
- Review and recommend requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs

The advisory committee's role is purely advisory in nature. The committee will not be involved in administrative matters or policy making. The faculty of each program area, in cooperation with the administration of the college, selects the advisory committee. The program advisory committee includes a cross-section of representatives from program related businesses who have varying occupational positions.

The program advisory committee (with elected officers, including a secretary and a chairperson) meets a minimum of two times per year with at least three members who are

external to the College physically present. Meetings requested for selected members (such as subcommittees) will not count as regularly required meetings. The program advisory committee has an annual program of work on file. The program advisory committee follows an agenda, developed from the annual program of work, which is distributed to members prior to each meeting.

The institution realizes the attendance inconveniences caused by geographic restrictions present in conducting advisory meetings for programs with multi-campus locations. Programs may conduct one meeting per year in electronic format. The meeting may be conducted using electronic media provided the method provides for both audio and video interaction provided from each remote facility. This will provide greater ease in program facility inspection and evaluation and will also ease the time restraint burdens caused by physical meeting attendance. These meeting will require a minimum of three external members and one program faculty member to be physically present at each remote campus facility. In addition, both a separate component of the advisory meeting proceedings must be conducted at each location and also as an aggregate group in such a way to provide meeting continuity assimilating a single location facility.

Election of officers will be part of the agenda for the final meeting of each academic year (spring semester). Each member should also be given a copy of the academic calendar at this time. Each program is to submit documentation of each program advisory meeting to include the meeting agenda, meeting minutes, annual program of work, and a current member list to the WGTC Knightro Connect site.

Reference: State Board Policy 5.1.3.
               https://tcsg.atlassian.net/wiki/spaces/policymanual/overview

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
Division: Academic Affairs	Reviewed: 8/2021 Revised: 8/2021	