

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	INSTRUCTIONAL PROGRAM ADVISORY COMMITTEE	Procedure Number: 4-3-105.1
Institutional Authority:	Vice President of Education and Training	
Associated SBTCE Policy/Procedure:	3-1-401	
Governing ATC Policy:	4-3-105	

Approved: *Jusan Swinney* President      *Yenna K. Flock* Vice President of Education and Training

Date Adopted: 07/01/2004  
Date Revised: 02/22/2010

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Academic Coordinators are responsible for providing sufficient written notice prior to each Program Advisory committee meeting. In addition, it is the primary responsibility of Academic Coordinators to serve as secretary and advisor for the committee and to maintain informal contact with members between meetings. Other duties include ensuring that each Program Advisory committee:

1. Is composed of a minimum of seven members (ATC faculty and staff serve as ex officio members) who are selected from among professionals in the field on the basis of their ability to assist the committee in meeting its goals of providing quality educational programs. ATC staff and faculty serve as ex-officio members of the committee with the exception of the Academic Coordinator. A letter of invitation will be sent from the President to each prospective committee member.
2. Has a planned agenda for each meeting and holds at least two formal meetings per year with a majority of the members present to constitute a quorum.
3. Elects and installs a committee chair and other officers as part of the agenda for the first meeting of the academic year. The chair will be elected by the committee members for a one-year term. Other members will serve three-year terms. The chairperson's primary

responsibility is to preside at all committee meetings. He/She is responsible for development of the meeting agenda with the assistance of the institution's representatives. The chairperson may also appoint subcommittees and represent the advisory committee as requested by the institution. The vice chair serves in the absence of the chair.

4. Permits re-election of the chair and reappointment of the members.
5. Have minutes of each meeting kept on file in the Vice President's office. The department chairs will serve as the institutional coordinator for all advisory committees in their area.

Advisory committee functions include the following:

1. Program Review: Review and make recommendations on program and course learning outcomes based on the needs of business, industry, and four-year colleges and universities. Review the currency and content of the curriculum and the instructional methods utilized.
2. Technology and Equipment Planning: Provide recommendations on the utilization/integration of current technology and equipment in existing programs. Identify instructional resources available for basic instruction and help identify possible sources of equipment for program laboratories.
3. Professional Development: Provide professional development opportunities, field placements, and/or cooperative work experiences for students or faculty within advisory committee members' companies or institutions.
4. Recruitment/Placement: Provide assistance with student recruitment, student job placement, clinical placement, student transfer, if appropriate, and faculty recruitment. Assist with program entrance standards.
5. Self Evaluation: Complete annual self-evaluation to determine the effectiveness of the committee.

Items 1-5 must be addressed annually.

6. Public Relations: Provide recommendations for program marketing, promotion, and public relations to enhance the program's image and communicate program objectives to the community.
7. Community Needs: Provide assistance through the knowledge of local business and industry trends to institutions in determining and verifying the education and training needs of the community.

8. Continuing Education: Provide advisement on upgrading faculty skills.
9. Financial Support: Provide the institutions with scholarships or other gifts to support students' access to education or to enhance credit programs. Assist program with fundraising and/or grantsmanship.