

Accounting
 Associate Degree Nursing
 Associate in Arts
 Associate in Fine Arts
 Associate in Science
 Biotechnology
 Business Administration
 Business Administration- E-Commerce
 Computer Information Technology
 Computer Programming
 Cosmetology
 Criminal Justice Technology
 Digital Effects and Animation Technology
 Early Childhood Associate
 Early Childhood/Teacher Associate Concentration
 Electrical Lineman Technology
 Electrical Power Production Technology
 Electrical/Electronics Technology
 Facility Maintenance Technology
 Film and Video Production Technology
 General Occupational Technology
 Gunsmithing
 Human Services Technology
 Human Services Technology/Social Services Concentration
 Industrial Systems Technology
 Information Systems Security
 Information Systems Security-Security Hardware
 Information Systems- Networking (CISCO)
 Laboratory Technology
 Medical Assisting
 Medical Office Administration
 Networking Technology
 Nursing Assistant
 Office Systems Technology
 Phlebotomy
 University Transfer Program
 Web Technologies
 Welding Technology



ADVISORY COMMITTEE MEMBER HANDBOOK

PIEDMONT COMMUNITY COLLEGE



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updated July 2010

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— Student Placement

The advisory committee will assist in:

- Notifying program coordinators of job openings
- Employing graduates and co-op students
- Public Relations and Recruiting

The advisory committee will assist in:

- Developing community awareness of the college facility and its equipment
- Suggesting ways to promote the college through speaking engagements, newspaper, radio, television and other media
- Providing feedback to special populations in the local community, such as the disadvantaged, handicapped, and minorities

— Equipment and Facilities

The advisory committee will assist in:

- Reviewing present equipment and facilities
- Surveying equipment currently in use by industry
- Suggesting a schedule for replacement of equipment
- Seeking equipment donations
- Evaluating environmental conditions, including requirements for handicapped students

— Program Evaluation

The advisory committee will assist in:

- Evaluating the overall quality of instruction in the program
- Formulate recommendations for major program revisions and improvements
- The design, implementation, and review of graduate follow-up
- Effectiveness of meeting area needs

Committee Functions

The following committee functions are presented so that individual members will understand how they can best serve the college.

Community Surveys

The advisory committee may assist in determining:

- The occupation(s) in greatest demand
- The jobs within an occupation for which training is needed
- The need for supplemental/upgrading training for people already employed
- The number of graduates from occupational programs who might be needed for employment in the community
- New areas in which training should be developed
- Recommendations on the occupational programs to be established, expanded, or discontinued

Course Content Advisement

The advisory committee will assist in determining:

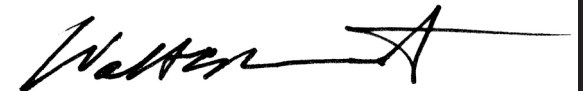
- Occupational information included in the course
- Employability skills included in the course
- Emphasis given to human relations skills
- Provisions for disadvantaged or handicapped students
- The content of each course as it relates to the total curriculum
- The level of skill development
- Emphasis given toward developing respect for tools/equipment/facilities/safety

Letter from the President

A key element of Piedmont Community College's Mission is providing "educational and training programs for today's global workforce," and program advisory committees play a critical role in helping the college fulfill its Mission. The advisory committee's keen insight and awareness of the skill sets required to meet the ever-changing demands of the workforce for today and in the future help ensure the quality and accuracy of the college's educational programs.

Due to the importance of advisory committees, Piedmont Community College has developed a handbook to help advisory committees operate effectively and efficiently. The purpose of this handbook is to serve as a guide and reference source of operating practices and procedures and is not as an exhaustive source of information.

Thank you for the valuable service you provide in serving as an Advisory Committee Member for Piedmont Community College.



Dr. Walter C. Bartlett
President

Introduction to Piedmont Community College

Piedmont Community College, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, is a two-year comprehensive community college, recognized as a leader in its field.

PCC specializes in career training for business and industry. The college provides such training for goal directed students and working people who wish to improve their career potential. PCC features an “open door” admissions policy, flexible course schedules offered both day and evening and cooperative education for those who wish to earn college credit for on-the-job learning.

Admission Policy

Piedmont Community College follows an “open door” policy and does not refuse anyone admission to the college on the basis of test scores or grades. Test results are used to indicate whether an applicant needs remedial or prerequisite courses before entering a specific curriculum.

Dean and associate deans, with input from advisory committee members, set appropriate academic standards for the admission to each program. These standards are strictly adhered to by the College.

Officers and Responsibilities

Chairperson

The advisory committee elects a lay member to serve as chairperson. The chairperson presides at meetings, works closely with college officials, calls meetings, plans agenda, appoints subcommittees, and ensures that the annual program evaluation is complete.

Secretary

A committee may elect a recording secretary from its membership or ask a nonvoting college representative to serve as a secretary; the secretary will perform the usual functions of announcing meetings, communicating information, and recording and mailing copies of the minutes to all committee members and the associate dean/dean of the curriculum program. Minutes of each formal meeting will be kept on file by the recording secretary and the program associate dean/dean.

Membership

The minimum size of any one committee will be six persons and the maximum will vary with the nature of the program served. In order to have a broad representation on the committee, it is important to have representation from as many agencies as possible. Multiple representatives from the same agency are welcome, however it is recommended that the number be limited to allow for broad representation. Also, no more than two graduates of the program advised, with one year's minimum work experience, should be appointed to the committee. Full or part-time faculty or staff may serve as ex-officio, non-voting members of an advisory committee.

Terms of Membership

Members are appointed to definite terms of office, usually for one or two years. Provisions are made for staggering replacements so that there will always be experienced members serving on the committee. Although committees should not be self-perpetuating, members may be recommended for additional terms. Reappointments will be confirmed by a letter from the president of the college.

Appointment

The program coordinator and/or committee members submit suggestions to the associate dean/dean for new committee members. After the qualifications of available candidates are reviewed by the appropriate associate dean/dean and vice-president, the names are referred to the president's office. Final approval of committee members rests with the president of the college, who also extends the official invitation to serve on the committee.

Mission Statement

Piedmont Community College enriches lives by providing lifelong learning, educational and training programs for today's global workforce, and cultural opportunities for Person and Caswell Counties.

The College accomplishes its Mission as it embraces the following values:

Learning/Teaching

The College enables creative teachers, through critical thought, not only to teach the learner but also to learn from the learner.

Economic Development

The College acts as a catalyst by providing leadership and state-of-the-art education and training for economic and workforce development.

Accessibility

The College provides affordable and accessible education and training.

Diversity/Globalism

The College builds understanding and appreciation of diverse cultures and helps students understand their roles as global citizens.

Ethics

The College values the principles of personal ethics, integrity, academic honesty, civic responsibility, and accountability.

Resources

The College provides lifelong learning, cultural opportunities, youth outreach, civic service, and public spaces.

Service

The College serves the community by supporting its needs and goals.

Advisory Committees' Role and Purpose

Piedmont Community College Advisory Committees are volunteer committees drawn from representative lay people in the community to work in cooperation with program coordinators, associate deans and deans. Advisory committees are an integral part of the creation, review and revision of educational programs at the college. Their role is to support student learning through information sharing about the educational needs of students and graduates.

Advisory committees serve several purposes.

These include keeping program coordinators, associate deans and deans informed about:

- Changing employment market conditions
- Emerging technologies
- Curriculum skill requirements
- College transfer expectations
- Evolving educational needs of graduates

Why use Advisory Committees?

An advisory committee is organized to advise educators on the world of work and is composed of a group of persons outside the educational field with specific occupational knowledge and expertise.

Advisory committees are important to the establishment and maintenance of up-to-date educational programs. Changes in technology, business, industry, and government have increased the need for effective communication between education and the world of work.

Meetings

It is important to **establish the date, time, and place of meetings** early so that the members can mark their schedules accordingly. Although the number of meetings to be held each year is dependent on the specific situation and need, at least one meeting is required per academic year.

Regular meetings of the committee should:

- Follow well-planned agendas (including a stated purpose) that have been mailed in advance to members
- Start and adjourn on-time
- Present current opportunities and problems for discussion and action
- Provide for updates and discussion of legislation or changes in regulations
- Encourage the free flow of discussion
- Have minutes recorded for prompt processing and distribution to members

Advisory Committee Members' Responsibilities **Each member is expected to:**

- Attend meetings regularly, participate in the committee discussions, and serve on subcommittees when requested
- Study carefully any issues that come before the advisory committee
- Keep the college administration informed of new developments in business and industry
- Conduct an annual program evaluation of facilities, curriculum, faculty credentials, and quality of instruction