The purpose of this handbook is to describe the philosophy of Amarillo College concerning the use of advisory committees and to define the major functions and responsibilities of advisory committee members and of College personnel in working with advisory committees.

PHILOSOPHY OF ADVISORY COMMITTEES

Technical programs offered by Amarillo College are designed for students who desire training in a specific occupational field. Each program is designed to meet specific employment opportunities that are expected to exist at the time students complete their studies.

The success of these programs is preparing a student to meet the job market requirements of a particular field is dependent upon a close cooperation of the College with business, local industry, and institutions who will be seeking the graduates as employees. The method of ensuring this close cooperation is to utilize and advisory committee made up of prospective employers and their employees from outside the field of education who can advise educators on establishing and maintaining technical programs.

As is implied by the name, these committees are to be advisory in nature. Their function will be to help and assist rather than to administer, establish, or direct policy.

TYPES OF ADVISORY COMMITTEES

1. **Program Advisory Committee.** This committee concerns itself with a single area such as automotive technology or office technology. A program advisory committee exists for each separately identifiable program area.

2. **General Advisory Committee.** This type of committee is sometimes referred to as an “umbrella” committee. Its function is to provide advisory services to a group of related programs rather than one specific program. The Health Occupations Advisory Committee is an example. This group provides advisory service relating to the total Health Occupations training program at Amarillo College, comprised of several individual programs such as Associate Degree Nursing, Respiratory Therapy, and Radiologic Technology.
Responsibility for the Initial organization of an advisory committee and the selection of members rests with the College. Since the requirements of each committee will be unique, the actual method of fulfilling this responsibility will be at the discretion of the administrative personnel who will be working with the committee. All committee members will be appointed by the president or his designee.

Advisory committees should include both employers and employees from the technical area concerned. Normally members will be residents and the Amarillo College district or service area. If programs are offered to serve a wider region for specialized programs, representation from outside the region may be included on the committee. Considerable discretion should be exercised and at least the following five criteria should be kept in mind when considering individuals for membership on advisory committees:

(1) interest in education in the specific career area and in serving on the committee; (2) experience and degree of expertise in the area being served; (3) character and integrity; (4) ability and willingness to express and defend a point of view without attempting to dominate the situation; and (5) willingness to accept the time commitment of the membership. Also, every effort must be made to form committees that are truly representative of the business or industry most closely related to the technical program.

Program advisory committees may vary in size but are made up of at least five specialists knowledgeable in the subject field for which the committee is being established, plus the department head or instructor who is responsible for developing the program. The chairman of the division which has responsibility for the program should attend meetings of advisory committees for his/her areas of responsibility in order to keep abreast of program changes and new program developments. In those cases where the magnitude or complexity of committee work warrants, the number of specialists on a committee may be increased. General advisory committees may be larger than program committees due to the broader scope and complexity of the area in which they serve.

When a committee is established, members will be appointed for terms of one, two, and three years in order to establish a pattern in which the terms of one-third of the members will expire each year. Each year thereafter, new members will be appointed for three-year terms. Any vacancy resulting from a resignation will be filled by appointing a person to serve only the period of time remaining on the term of the resigned member.

If additional assistance is needed by an advisory committee in solving a particular problem, special advisors may be invited to provide such assistance. These experts would participate in the work of the committee on an ad hoc basis and serve in an ex officio capacity.
GENERAL INSTRUCTION FOR
ADVISORY COMMITTEES

The advisory committee will elect officers who will serve one-year terms. There should be a chairperson, vice chairperson, and a secretary elected. Members may be reelected to succeeding terms; however, it is recommended that the positions be rotated among the members of the committee.

Specific duties of the chairperson are to:
1. Preside at all meetings.
2. Schedule meetings at least once each year in coordination with the appropriate program manager.
3. Work with the appropriate College personnel to prepare and distribute an agenda for each meeting.
4. Appoint subcommittees to work on specific problem areas.

Specific duties of the secretary include recording, preparing, and distributing minutes of each meeting. Clerical assistance will be provided by the program staff. It is extremely important that advice from the committee be reflected in the minutes at each meeting. All advisory committee minutes must be posted on Amarillo College’s Electronic Archive site.

PROGRAM ADVISORY COMMITTEE

A program advisory committee will be concerned only with a program or programs in the technical field it represents. Such functions include assistance and advice in:

1. Planning the curriculum.
2. Determining the facility requirements.
3. Evaluating the organization and general content of the program and courses.
4. Identifying needed program research.
5. Organizing community need surveys.
7. Procuring supplemental teaching materials.
8. Identifying resource persons from business and industry as guest lecturers.
9. Organizing cooperative training.
10. Projecting changes in employment opportunities.
11. Assisting in the recruitment of students.
12. Organizing the graduate placement system.
13. Conducting follow-up studies of students.
14. Developing financial resources and supportive program services.
15. Maintaining good College-community relationships.
16. Promoting beneficial federal, state, and local legislation pertaining to technical education.
17. Serving as liaison with related professional organizations.
GENERAL ADVISORY COMMITTEE

General advisory committees provide guidance in determining policies and procedures regarding total program needs for the community. These committees periodically review the educational programs being offered by the College and advises on new priorities and requirements. Although they are not primarily concerned with the details of curricula, they can be most helpful in designing criteria to be used in developing curricula which meets the needs of the community. Properly motivated, general advisory committees can bring the College and the community into a close-working relationship with practical advantages for both.

RESPONSIBILITIES OF COLLEGE PERSONNEL WORKING WITH ADVISORY COMMITTEES

College personnel working with advisory committees will be responsible for:
1. Providing initial impetus for formation of the required advisory committees.
2. Providing each member of the committee with a copy of this handbook and explaining Amarillo College philosophy concerning the functions of advisory committees.
3. Scheduling meetings at least twice each year and preparing an agenda for each meeting. This will be accomplished in cooperation with the chairperson.
4. Defining, in writing, goals and objectives of the committee to insure that each member understands them.
5. Providing required clerical assistance for preparation of agenda and minutes for each meeting.
6. Maintaining a file of agenda and minutes of each meeting.
7. Receiving input from committee members and evaluating their recommendations for implementation of changes in existing programs.
8. Evaluating committee recommendations in light of overall conditions affecting programs and courses at Amarillo College and making final decisions on policy, administration, and operation of courses and programs.
9. Keeping the advisory committee informed on all final decisions and actions taken.

HANDBOOK SUPPLEMENTS

This handbook may be supplemented as needed to satisfy requirements and recommendations of licensing, credentialing, and accrediting agencies. Each supplement will be prepared by the department chairman and coordinated with the division chairman and the Vice President and Dean of Instruction before it is published. Any required supplement will be attached to the handbook as an addendum.