

Central Virginia Community College Policies  
I – Organization of Central Virginia Community College  
Local Advisory Committees



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Other Policy References:	<a href="#">VCCS Policy Manual Section 2.5</a>

Local citizens' curricular advisory committees must be utilized to assist in development of all occupational/technical curricula and courses. Members for these local advisory committees shall be recommended by the community college president to the college board for approval.

### Role and Responsibilities

Local curriculum advisory committees act in an advisory capacity to the president of the community college. Within the area of its educational, occupational/ technical interest and specialty, the committee may:

1. Assist the community college in the establishment of occupational/ technical programs and curricula by
  - Helping to identify present and future occupational needs within the college region and the skills and knowledge required by prospective employees;
  - Advising the community college concerning employment practices, specific certification and licensure requirements, job entry educational levels required by business, industry and the professions, standards and regulations relating to student employment, and occupational placement of graduates; and
  - Reviewing and submitting recommendations regarding specific program and curricular proposals, and specialized equipment and facility requirements for new or innovative programs.
2. Assist with the recruitment of students by:
  - Publicizing the college programs and employment opportunities; and
  - Encouraging student scholarships and other financial aids.
3. Promote understanding and support of the community college and its programs by:
  - Assisting with the establishment and maintenance of liaison between the community college and regional business, industrial, professional and other organizations and agencies; and
  - Disseminating information about the college and its programs through the college's business and professional publications.
4. Assist the community college in the conduct of regional studies or surveys.
5. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

Each local curriculum advisory committee shall meet as needed or at least once annually.

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**Membership of Advisory Committees**

1. All members shall be officially appointed by the Central Virginia Community College Board.
2. Membership consists of experienced professional and para-professional persons familiar with the occupational area in the Central Virginia region.
3. In the initial appointment of members to a given committee, one-half of the members shall serve one year, and one-half shall serve two-years. Membership shall rotate to ensure continuity of membership. Terms begin on October 1.
4. The term of service for the initial establishment of the committee shall be decided by lot. Thereafter, each member shall be asked to serve a term of two-years. Designated personnel of the College will serve as ex-officio members of the committee.
5. A college representative (usually an associate vice president or Associate Vice President) shall be designated by the Vice President for Academic and Student Affairs to serve on the committee.

**Advisory Committee Officers**

1. The committee officers shall consist of the Chair and Vice Chair.
2. The committee chair shall be elected from the committee membership and shall serve a term of one year as chair.

**Duties of the Officers**

1. The chair shall fulfill the following duties:
  - Preside at all meetings of the committee.
  - Plan a meeting agenda with the designated college official.
  - Coordinate and communicate the business of the committee with the appropriate Associate Vice President at the college.
2. The Vice Chair shall perform the duties outlined above in the absence of the Chair.
3. The College representative shall
  - Call the meetings of the committee following consultation with the Chair,
  - Prepare and communicate all announcements and keep proceedings of all meetings and make recommendations to the Vice President for Academic and Student Affairs following each meeting,
  - Keep an active and updated list of committee membership, and
  - Prepare all material for distribution to committee members prior to meetings

**Procedures for the Selection of Curriculum Advisory Committee Members**

A current listing of the advisory committee membership rolls will be presented to the members of the CVCC Board by the Vice President for Academic and Student Affairs at the January Board Meeting. CVCC Board members will be

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requested to suggest potential new advisory committee members.

Simultaneously, each Associate Vice President will identify potential members of the advisory committees. The Associate Vice President will combine his/her list with the names suggested by the CVCC Board members and will propose a slate of new members and will determine from them if they are willing to serve if appointed by the Board.

The Associate Vice President will present his/her recommended slate of members to the Vice President for Academic and Student Affairs who will review the list with the President and, if found acceptable, recommend them to the Curriculum and Program Committee of the CVCC Board at the April Board Meeting.

The review and recommendation procedure should be completed in time for the final list, with committee recommendations, to be presented to the College Board at its July meeting.

When the Board approves the recommended curricula advisory committees, the appropriate Associate Vice President shall notify each of the members appointed with a copy to the Vice President for Academic and Student Affairs.

The Associate Vice President shall write a follow-up letter to each of the new curriculum advisory committee members, if there are any, and give them a list of the responsibilities of the advisory committee and any other pertinent information.

#### **Meetings, Member Notification, and Distribution of Proceedings**

The advisory committee shall meet at least once each year with the appropriate Associate Vice President in attendance. The College representative (Associate Vice President) will follow the general procedure outlined below with respect to meetings of the committee.

1. When a meeting is deemed necessary by the Associate Vice President or the chair of the advisory committee, the Associate Vice President, in consultation with the committee's chair, shall establish the date of the meeting and the tentative agenda. All members of the advisory committee and the Vice President for Academic and Student Affairs shall be notified of this meeting.
2. After the meeting has been held, the proceedings will be prepared by the Associate Vice President and reviewed by the committee chair prior to submission to the Vice President for Academic and Student Affairs. Within ten (10) working days after the meeting, a final copy of the proceedings and envelopes addressed to the respective committee members shall be forwarded to the Vice President for Academic and Student Affairs.
3. When the Vice President for Academic and Student Affairs receives and approves the proceedings, he/she will forward sufficient copies of the proceedings to the College president for distribution to the members of the College Board at the October Board Meeting. The Vice President for Academic and Student Affairs will forward the approved proceedings to the curriculum advisory committee members. The Vice President for Academic and Student Affairs will retain a copy of the proceedings in the Vice President for Academic Affairs and Student Service's curriculum file and return a copy to the Associate Vice President for his/her file.

#### **Division of Arts and Sciences**

A list of the Advisory Board Committees for Arts and Sciences is available from the office of the Vice President for Academic and Student Affairs.

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**Division of Professional and Career Studies**

A list of the Advisory Board Committees for Professional and Career Studies is available from the office of the Vice President for Academic and Student Affairs.