


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	INSTRUCTIONAL PROGRAM ADVISORY COMMITTEE	Procedure Number:	4-3-105.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:	3-1-401		
Governing ATC Policy:	4-3-105		

Approved:

  
President

  
Chief Academic Officer

Date

Adopted: 07/01/2004

Date

Revised: 11/28/2022

**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.**

Department Chairs are responsible for coordinating and ensuring sufficient written notice is provided prior to each Program Advisory committee meeting. In addition, it is the primary responsibility of Department Chairs (or designee) 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 who are professionals in the field. ATC staff and faculty serve as ex-officio members of the committee with the exception of the Department Chair, who serves as institutional coordinator for all Advisory Committees in the area.
2. Holds at least two formal meetings per year with a majority of the members present to constitute a quorum. The minutes of each meeting are kept on file electronically.
3. Recruits new committee members to serve on a three-year term. Prospective committee members will be vetted by the Department Chair or designee and submitted to the Chief Academic Officer for approval. Once approved, selected committee members will receive

a welcome letter from the Chief Academic Officer. Members may be reappointed for additional years based on the recommendation of the committee and Department Chair. Also, a committee chair and other offices will be elected as part of the first meeting of the academic year to serve a one-year term as an officer.

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.