A. Purpose

To advise, counsel, guide, and aid the College in the establishment and operation of its educational programs.

B. Background

1. Instructional programs must be structured to meet the specific needs of the service area. There must be close cooperation between those in the community work force and college personnel. Instructional advisory committees provide an effective means for this type of cooperation to occur. These committees share a special concern for, and knowledge of, the area's occupational needs and contribute to the community's and the college's growth and development by discussing the college's programs and making suggestions about program change and improvement.

2. Gaston College can provide more meaningful educational opportunities for persons in the community through the incorporation of the advisory committees' insight, understanding, and recommendations.

3. The basic premise underlying advisory committee organization is that educators should have the opportunity to take advantage of the many rich and varied experiences of leading representatives of business, industry, government, and the professions. These individuals are in a unique position to examine and react to various projects, proposals, programs, and curricula in terms of their effectiveness with students and their relationship to the students' performance on the job.

4. The purpose of an advisory committee is to provide a link between Gaston College and the community to help coordinate educational programs. Advisory committees should give advice and counsel regarding the improvement of instructional programs in an effort to more adequately meet the needs of students and their future employers.

C. Responsibility

The appropriate dean or director will appoint advisory committees for programs or groups of programs to advise appropriate instructional staff on the development, operation, and evaluation of the program or programs for which they are appointed.
The Chief Academic Officer and the President will approve the membership of the committee.

D. Procedures

1. Advisory committees will be composed of expert practitioners who have or have had recent operational and decision-making responsibilities in business, industry, education, and public service organizations. Suggestions for nominations may come from any source. Prospective members should be contacted in advance to indicate their willingness to serve if appointed. (The appointment by the appropriate dean or director will be approved in advance by the Chief Academic Officer and the President.) Based on the suggestions of chairs and division deans, the Chief Academic Officer will recommend to the President members to serve on the various instructional advisory committees.

2. Advisory committee members may be reappointed.

3. The President will prepare appropriate letters for signature. When changes in membership are in order, recommendations for new appointees and for persons leaving the committee should be made through the same process listed above. Appropriate letters of appreciation will be sent to those whose membership will not be renewed.

4. An advisory committee can do much to help plan activities which will promote the economic, social, and civic growth of the community. Through contact with individuals and groups in the community, advisory committee members assist in the following:

   a. Advise in establishing standards for equipment and competencies for instruction
   b. Identify resource persons to participate in various programs
   c. Counsel in the development and revision of courses of study
   d. Motivate benefactors to establish scholarships
   e. Advise in establishing new educational programs
   f. Increase institutional financial resources
   g. Identify potential students
   h. Maintain accreditation standards
   i. Assist in promotion of the programs
   j. Assist in employment of graduates
   k. Assist in the development and review of program learning outcomes
5. Advisory committees normally meet at least once per year. Other meetings may be scheduled as the need arises. Academic deans and chairs will coordinate advisory committee meetings and advise the Chief Academic Officer about arrangements. Academic deans or directors and/or department chairs will arrange facilities, catering service, and mailing of meeting notices to advisory committee members.

6. Minutes of all meetings will be maintained in the dean’s or director’s office.