
Portland Community College

**External Academic
Advisory Committee Guidelines**

**Academic Standards and Practices Handbook
Appendix A**

**PORTLAND COMMUNITY COLLEGE
Advisory Committee Guidelines**

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**PORTLAND COMMUNITY COLLEGE
Advisory Committee**

President's Message

From its founding in 1964, Portland Community College has had a strong tradition of Advisory Committees as a foundation for the development of professional and technical programs. Recently, the Board of Directors of PCC has re-emphasized the importance of these committees and challenged all of us to work to help the committees realize their potential. In response to that challenge, the Academic Services Office has prepared this set of Guidelines for our Advisory Committees. The guidelines are intended to provide the structure to enable committee chairs and members to understand expectations of the College in this important area and a format for the effective operation of the committees.

We all recognize the importance of the link between educators and practitioners in the field in order to achieve program quality and program relevance. I endorse and recommend these guidelines to you for your use in the work of the advisory committee.

PORTLAND COMMUNITY COLLEGE

1. The Role of Advisory Committees

The Advisory Committee and the staff of the corresponding Program work together to ensure the Program is delivering learning that is up-to-date, and relevant to current business, industry, labor, and professional employment practices. Advisory Committees provide support and advice to academic programs. They may also assist in the development of new Career Technical Education programs. An ad hoc committee may be established for this purpose.

In addition to best practice standards, Federal Perkins grants and Accrediting bodies also identify the expectation that Advisory Committees are utilized to open a dialog of exchange with members of a broader society. It is further required that a description of the Committee involvement and contribution to curricular and program development and assessment be periodically submitted with accreditation and/or other official college documents. The purpose of these committees is advisory in nature as members of the community provide external input into internal processes.

2. Duties

The Advisory Committee makes recommendations to help assure that the Program:

- Addresses employment and educational needs of business, industry, labor, and/or the profession.
- Realistically assesses the labor market demand for program graduates.
- Provides graduates with the skills needed to meet employment needs.
- Assesses the currency of curriculum and teaching practice.

In Addition the Advisory Committee will:

- Serve as an advocate of the Program and a communication link between the College and the community.
- Provide feedback, advice, and/or assistance with a variety of Program-driven tasks and/or projects.

3. Membership

Advisory Committee members represent both the diversity of the community and a cross section of business, industry, labor, and/or the profession. Expertise and experience are reflected in skills, knowledge, and professionalism relevant to the particular Career Technical Education Program.

- Prospective Advisory Committee members are identified by existing Advisory Committee members or Program faculty and staff. Their names are submitted to the Advisory Committee and to the Program facilitator. Per [Academic Policies and Standards Handbook section A108](#), their appointment needs to be recorded with the office of Vice President for Academic and Student Affairs.
- The suggested number of voting committee members should be from seven to fifteen members.
- Advisory committee members serve for a term of three years with a one or multiple term renewal at the discretion of the Advisory Committee and a Program facilitator.
- Full-time Program employees may be Advisory committee members. They serve as a resource representing the Program and are non-voting members.
- If attendance becomes irregular, Advisory Committee members may be replaced.
- Program students are encouraged to attend meetings. Attending students are non-voting members.
- Guests may contribute to the discussion at the discretion of the Advisory Committee Chair.
- A Program facilitator is a resource person to the Advisory Committee.

4. Officers and Duties

- The Advisory Committee will elect a chair annually from its membership by a majority vote. A vice-chair also may be elected, depending on the size of the Advisory Committee. If there is no committee member who is able to serve as Chair, a faculty member may function as an interim ex officio (non-voting) Chair until an Advisory Committee member is elected. There are no other elected officers.
- The Advisory Committee chair facilitates effective functioning of the Advisory Committee. Conducting meetings is the prime role. Together, the Chair, Vice-Chair, and a Program facilitator can call special Advisory Committee meetings and advise on urgent matters

between meetings if needed. Special ad hoc or subcommittee/s may be created to carry out duties or solve immediate Committee needs.

The Advisory Committee Chair

- Prepares an agenda with input from a Program facilitator.
- Conducts meetings and represents the Advisory Committee at other meetings as needed.
- Allows, creates, or appoints special subcommittees which may include non-committee members. The Committee chair or designee also attends subcommittee meetings.
- Performs other duties or assistance as required to facilitate effective functioning of the Committee.

5. Program facilitator

- Helps identify potential Committee members.
- Maintains a current list of Advisory Committee members, noting the Chairperson, the Vice-Chair, terms of office, and for all members the dates of Committee membership, affiliation (organizations where Committee member works), addresses, telephone numbers, and electronic address if applicable.
- Determines locations, reserves rooms, and makes arrangements for refreshments for meetings.
- Attends Advisory Committee and ad hoc or subcommittee meetings (or sends a designee) and greets committee members upon their arrival.
- Provides support to the Committee for note taking and preparation of the minutes and ensures that Advisory Committee meeting records, including attendance, agenda, discussion summaries, and decisions, are maintained.
- Contributes to the focus of the Advisory Committee by providing agenda items.
- Prepares or provides any supporting, descriptive, or background information which clarifies topics on which the committee is working.

- Forwards all meeting minutes and recommendations made by the Advisory Committee to the committee members, Program SAC (Subject Area Committee), Program Faculty Department Chair, Division Deans, Deans of Instruction, Campus Presidents, Vice President for Academic and Student Affairs per [Academic Policies and Standards Handbook section A108](#).

6. Advisory Committee Meetings

Effective meetings are critical to the success of the Advisory Committee. It is at meetings where discussion and deliberation of important matters are translated into decisions and recommendations. Advisory Committee meetings should be held frequently enough and be of appropriate length to maintain the support, interests, and involvement of Advisory Committee members and to meet the responsibilities of the Advisory Committee per [Academic Policies and Standards Handbook](#)