

NORTHERN ESSEX COMMUNITY COLLEGE



**GUIDELINES FOR THE PURPOSE, STRUCTURE,
AND FUNCTIONING**

OF A

PROGRAM ADVISORY COMMITTEE

January 3, 2006

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NORTHERN ESSEX COMMUNITY COLLEGE

GUIDELINES FOR THE PURPOSE, STRUCTURE, AND FUNCTIONING OF A
PROGRAM ADVISORY COMMITTEE

All programs at NECC are expected to have in place active Advisory Committees, or effective approved alternatives, functioning in accordance with the following guidelines.

PURPOSE OF PROGRAM ADVISORY COMMITTEE (“COMMITTEE”)

A COMMITTEE SERVES TO:

- provide feedback on a regular basis concerning the currency of a program’s curriculum and resources with respect to the demands and expectations of the labor market and/or the four year educational institutions to which students transfer;
- provide input concerning the perceived effectiveness of the program’s curricular offerings in terms of preparing students for successful transfer and/or employment, and in addressing the needs of incoming students;
- provide or assist in locating opportunities for student internships, practicums, and/or employment;
- make suggestions for the use of community resources;
- provide or assist in identifying opportunities for in-service training for faculty, staff and students to insure the currency of knowledge, skills, and procedures;
- assist in securing material resources for the program, such as equipment and supplies;
- assist in securing funding for materials, equipment, and/or projects, for example, by identifying funding opportunities or assisting with the preparation of grant proposals to secure public or private funds; and
- support the program in its public relations efforts, and in general, in gaining and maintaining the support and involvement of the community.

IN EXCHANGE, A PROGRAM WILL:

- provide recognition and feedback to Committee members concerning the program’s response to Committee suggestions and inputs.

COMMITTEE MEMBERSHIP

To accomplish its purposes, a Committee may include some or all of the following, depending on the program's objectives and needs:

External members:

- representatives of industries and organizations which are potential employers of students graduating from the program
- representatives of four-year institutions to which students transfer
- representatives from high schools from which students in the program graduate
- representatives of community organizations which are potential internship, service, or practicum sites for students
- professionals from the program's discipline
- program graduates

Internal members:

- program coordinator
- current students
- faculty from related programs
- representatives from NECC's departments that connect with workforce and transfer needs and opportunities, such as from the Career and Advising Center and Workforce Development and Community Education

The number of Committee members is subject to the judgment of the program coordinator in consultation with the division dean or designee, with the goal being to insure that the Committee will be effective, that a diversity of opinion/experience will be represented, and that the majority of members/attendees are external to the college. Generally about 8 to 12 persons, exclusive of the internal members, would be appropriate. Internal members, including the program coordinator, should number between 3 or 4. The division dean or designee is an ex officio member of the Committee.

IDENTIFICATION/ NOTIFICATION/ TERMS OF NEW MEMBERS

The primary responsibility for the identification of new members rests with the program coordinator in consultation with program faculty members as well as the division dean or designee (see **ATTACHMENT 1**). Generally, new members should be identified during the course of the spring term. Notification to new members is sent under the President's signature, and will include a one-page general description of the purpose of Northern Essex Community College's Advisory Committees (see **ATTACHMENTS 2 & 3**). *This letter should be prepared by the Office of Academic Affairs, using standard Committee letter format.*

Shortly before each meeting, the program coordinator will distribute, either via regular mail or email, the meeting agenda to each member. This will allow members time to prepare for discussions, as well as to serve as a reminder of the upcoming meeting (see **ATTACHMENT 4**).

The first meeting should be timed around the beginning of the fall term. Membership terms should be specified, and in general, should be no more than three years, with a rotational process established to insure continuity of functioning.

RESPONSIBILITY FOR COMMITTEE

The program coordinator is responsible for the overall functioning of the Committee. In this regard, the program coordinator will insure that agendas are prepared and distributed, maintain proper documentation of meetings and other Committee activity, provide feedback to program faculty concerning Committee recommendations and other inputs, and provide feedback to the Committee regarding the impact of its contributions. The Committee chair will be an external member, appointed by the program coordinator in consultation with the division dean or designee.

COMMITTEE DELETIONS

A form indicating recommendations for Committee deletions will be prepared by the program coordinator and submitted for approval as indicated on the form (see **ATTACHMENT 5**). Reasons for deletions include end of term (retirement).

RETIRING MEMBERS

Retiring members will be awarded with a certificate of appreciation from the college (see **ATTACHMENT 6** for sample certificate). This presentation could take place at the end of the school spring term, and could be in the context of an informal gathering, perhaps in concert with other program's Committees. In addition, retiring members will also receive a letter of appreciation under the President's signature. *This letter will be prepared by the Office of Academic Affairs using standard Committee letter format (see **ATTACHMENT 7**).*

MAINTENANCE OF COMMITTEE MEMBERSHIP LISTS

Responsibility for the maintenance of the Committee membership lists rests with the Division.

COMMITTEE PROCESS/ DOCUMENTATION

It is advisable for a Committee to meet on a regular basis, with a minimum of two meetings a year. The agendas should consist of focused action-oriented topics and be distributed well in advance to afford Committee members the time to investigate the items to be discussed. It is a working Committee, and much of the activity can take place outside of meetings. Minutes should be kept and distributed, including information on attendance. Records of outside-of-meeting activity should also be maintained.

In addition to its internal uses, these minutes and records will also provide valuable documentation and input for program review and the development of a program's outcomes/assessments plan.

ATTACHMENTS

ATTACHMENT 2

(LETTERHEAD)

(Date)

(Addressee)

Dear _____:

I am pleased to appoint you as a member of the _____ Program Advisory Committee at Northern Essex Community College.

The college is most appreciative of your willingness to serve on this committee. It is with your valuable assistance, and the cooperation from community employers, that the college can adequately determine the criteria which the students must fulfill in order to function as capable members of the _____ profession.

You will be notified when the next meeting is scheduled. Until then, please accept my thanks for your time and future service.

Sincerely,

David Hartleb
President

Enclosure

c: Paul M. Bevilacqua, Vice President & Dean of Academic Affairs
_____, Dean, _____ Division
_____, Assistant Dean, _____ Division
_____, Coordinator, _____ Program

ATTACHMENT 3

NORTHERN ESSEX COMMUNITY COLLEGE

STATEMENT OF PURPOSE FOR A

PROGRAM ADVISORY COMMITTEE

All programs at NECC are expected to have in place active Advisory Committees, or effective approved alternatives, functioning in accordance with the following guidelines.

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- provide feedback on a regular basis concerning the currency of a program's curriculum and resources with respect to the demands and expectations of the labor market and/or the four year educational institutions to which students transfer;
- provide input concerning the perceived effectiveness of the program's curricular offerings in terms of preparing students for successful transfer and/or employment, and in addressing the needs of incoming students;
- provide or assist in locating opportunities for student internships, practicums, and/or employment;
- make suggestions for the use of community resources;
- provide or assist in identifying opportunities for in-service training for faculty, staff and students to insure the currency of knowledge, skills, and procedures;
- assist in securing material resources for the program, such as equipment and supplies;
- assist in securing funding for materials, equipment, and/or projects, for example, by identifying funding opportunities or assisting with the preparation of grant proposals to secure public or private funds; and
- support the program in its public relations efforts, and in general, in gaining and maintaining the support and involvement of the community.

ATTACHMENT 4

(LETTERHEAD)

(Date)

(Addressee)

Dear _____:

In preparation for our meeting on (Day, Date) at (Time) , I am sending you a copy of the agenda. *(Note if there is any specific information you would like members to research/bring to the meeting concerning the items)*

The meeting will take place in (Location).

If for some reason you are unable to attend this meeting, please advise if possible.

Your contributions to our discussions are valued, and we look forward to seeing you on (Date).

Sincerely,

Program Coordinator

c: Paul M. Bevilacqua, Vice President & Dean of Academic Affairs
_____, Dean, _____ Division
_____, Assistant Dean, _____ Division

ATTACHMENT 5

I recommend that the individuals listed below be deleted from the

_____ Advisory Committee.

Coordinator/Department Chair Date

NAME	TITLE	ADDRESS
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I approve:

Director/Assistant Dean Date

Division Dean Date

VP/Dean of Academic Affairs Date

President Date

NORTHERN ESSEX COMMUNITY COLLEGE	
PRESENTS THIS	
CERTIFICATE OF APPRECIATION	
TO	
NAME OF RECIPIENT	
IN RECOGNITION OF VALUABLE CONTRIBUTIONS TO	
THE ADVISORY COMMITTEE	
FOR THE GRAPHIC DESIGN PROGRAM	
_____ DATE	
DAVID HARTLEB PRESIDENT	_____ DATE
PAUL M. BEVILACQUA VICE PRESIDENT AND DEAN, ACADEMIC AFFAIRS	_____ DATE
SUSAN GROLNIC DEAN, BUSINESS, MATH, SCIENCE AND TECHNOLOGY AND ACTING DEAN OF HUMANITIES AND SOCIAL SCIENCES	_____ DATE
ELIZABETH WILCOXSON ASSISTANT DEAN, HUMANITIES AND SOCIAL SCIENCES AND DIRECTOR OF INTERNATIONAL STUDIES	_____ DATE
PATRICIA KIDNEY PROGRAM COORDINATOR, GRAPHIC DESIGN	_____ DATE

ATTACHMENT 7

(LETTERHEAD)

(Date)

(Addressee)

Dear _____:

I would like to thank you for having served as a member of the _____ Program Advisory Committee. Your advice and support has been appreciated. We, at Northern Essex Community College, take the advice of the community very seriously. We view the involvement of people such as you as crucial to our remaining in contact with the dynamic needs of our students and the various businesses and agencies of the Merrimack Valley and the entire region.

If we can be of assistance to you in the future, please do not hesitate to call upon me or others at Northern Essex. You will always be a valued friend.

Sincerely,

David Hartleb
President

c: Paul M. Bevilacqua, Vice President & Dean of Academic Affairs
_____, Dean, _____ Division
_____, Assistant Dean, _____ Division
_____, Coordinator, _____ Program