

Advisory Committee Handbook



North Central State College

North Central State College 2017 -2018 - Advisory Committee Handbook

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About the College

Prior to its charter as North Central Technical College, the institution was known as the Mansfield School of Technology. It was initiated by the Mansfield Board of Education in September 1961, and approved by the State Department of Education the same year. The rationale for the creation of the school by the Mansfield Board of Education was to establish a two-year, post-high school diploma granting school that would prepare men and women for various careers. The graduates were satisfying the rapidly growing employment needs in the industrial and business sectors of the region.

The original location of the Mansfield School of Technology was 218 Marion Avenue, Mansfield, Ohio. The limited physical facilities, projected enrollment growth, and need for additional student services led the school's administration, advisory committees, and the Mansfield Board of Education to seek the creation of a Technical College District in compliance with the Ohio Revised Code. North Central Technical College was approved by the Ohio Board of Regents and certified by the Secretary of State on September 26, 1968. This action of the Ohio Board of Regents and the Secretary of State created the Technical College District in the contiguous counties of Ashland, Crawford, and Richland. At this time, the Institute was renamed North Central Technical College, and the first building was built for the use of the College on the Mansfield Campus of The Ohio State University. This building, the Fallerius Technical Education Center, was named in honor of our founding President, Henry Fallerius.

In August of 1999, the Board of Trustees changed the name of the college to North Central State College.

Currently, the NC State-OSU campus includes twelve building to serve the needs of students, faculty and staff of both institutions. A variety of physical facilities and services are shared by each institution. The campus presents a model in the sharing of resources by two separate institutions, wherein each institution has its own faculty, curricula, policies, and operating procedures. Additionally, North Central State College maintains the James W. Kehoe Center for Advanced Learning in Shelby, the Urban Center in downtown Mansfield, and the Crawford County Success Center in Bucyrus.

As we approach the 50th Anniversary of North Central State College, more than 100,000 students have taken advantage of the value provided by NC State, and more than 10,000 students have graduated with professional skills which provide rewarding careers, and quality credits which transfer seamlessly to other institutions.

North Central State College is directed by a Board of Trustees, the members of which are public representatives from Ashland, Crawford, and Richland counties.

Letter from the President



Dear Advisory Committee Member:

One of the vital aspects of North Central State College’s mission is to help the citizens of Ashland, Crawford and Richland counties to attain the knowledge and skills they need to succeed! In order for the College to provide these pathways to success, collaborative relationships with leaders from business and industry as well as educational and governmental institutions are necessary.

Through this regional collaboration, the College develops programs and services that support and advance student success while promoting civic responsibility and community engagement.

By becoming an “active” member of North Central State College’s Advisory Committees, you are having an impact on the quality of education, the economic health, and the quality of life for individuals and families throughout our region.

As we move forward with this ongoing effort, I want to personally thank you for your engagement and support. This handbook has been prepared to acquaint you with the policies, procedures and guidelines governing advisory committees and other material you will find important to understanding the committee’s charge and the tools necessary to accomplish it.

On behalf of the North Central State College Board of Trustees, our college faculty, staff, and students, I thank you for taking an active role in the future vitality of our community through your service as a community/industry advisor to the College.

Sincerely,

A handwritten signature in black ink that reads "Dorey Diab". The signature is written in a cursive, flowing style.

Dorey Diab, Ph. D.
President



North Central State College

Mission

Providing individuals with the knowledge and skills to succeed in their chosen path.

Vision

North Central State College will be a leader in affordable quality higher education and a partner in achieving greater community prosperity and better quality of life.

Our Values

Our Students

We value our students and are committed to creating an accessible and affordable environment that is caring, supportive, inclusive and learner-focused.

Our People

We value our employees and are committed to creating an environment that is culturally diverse, collaborative, and respectful.

Our Region

We value our communities and are committed to creating an environment that is innovative, responsive, and accountable.

Our Culture

In all we do, we value a culture of integrity, inclusion, and excellence.

College Commitment

Advisory committees are a valuable part of North Central State College's process of engagement with the community. NCSC takes all recommendations under advisement and makes decisions according to the College's strategic plan, available budget, as well as all available research and data.

Our commitment starts with our students, who are the beneficiaries of the advisory committees' contributions. Our commitment also extends to our region's employers. Because our students will be working in the occupation represented by you and other committee members, we understand that these students need to be able to compete in today's complex job market, find and hold employment, continually learn on the job, and be productive members of society.

Together, we are creating lifelong learners who value education because they have experienced the value it provides. Many of our students transfer to a four-year college or university, or continue learning through other professional development activities throughout their career. North Central State appreciates your advice, involvement and assistance, because it is critical to ensure that a quality education is provided for every student.

Advisory Committee Parameters

Purpose of Advisory Committees

Each advisory committee has unique functions and responsibilities characteristic of the designated program or topic. However, the general statements below apply to all advisory committees.

North Central State advisory committees help prepare the next generation of employees by:

1. evaluating the goals and objectives of program curricula;
2. keeping the college informed about the occupational needs of the profession;
3. establishing workplace competencies for program occupation(s);
4. reviewing data on outcomes, enrollment, employment;
5. suggesting program revisions as needed;
6. evaluating the adequacy of existing college facilities and equipment;
7. advising college personnel on the selection and acquisition of new equipment;
8. identifying local business/industry leaders who will provide students with external learning experiences, employment and placement opportunities;
9. assisting in the professional development of the faculty;
10. assisting in promoting and publicizing the program to the community and to business and industry;
11. representing the needs of students from special populations;
12. promoting and assisting with the donation and sourcing of equipment, supplies and materials;
13. identifying local business/industry leaders who will provide students with cooperative work experiences, employment and placement opportunities;
14. arranging field trips to appropriate facilities and sites in businesses, industries and other related organizations;
15. volunteering to serve as a guest speaker, or help find qualified speakers, to address classes, conferences and seminars;

Benefits of Serving

Different individuals become involved in the advising of higher education institutions for various reasons. Below you will find responses from a few advisory committee members when asked “why do you serve”?

- “I guess it was the personal satisfaction from being involved with the educational process and providing needed expertise and knowledge.”
- “I like helping to establish a source for quality employees”.
- “Business and industry pay taxes and ought to share in the stewardship of public money.”
- “It was nice to be recognized by my employer, as well as the other individuals on the advisory committee.”
- “I saw this as an opportunity to invest in the future of my community and state.”
- “If I want employees who can meet the needs of my company, I need to be part of the process that provides their training.”

Commitment of an advisory committee member

1. Promote the NCSC program and/or occupational education in the community
2. Advise faculty and staff of evolving trends in the industry or occupation the committee member represents
3. Advise on criteria for program development, planning, implementation, and evaluation
4. Advise on appropriate instructional equipment and/or on-the-job learning tools
5. Keep the career and technical education administrators and instructors informed of new industry developments pertaining to their program
6. Advise on current job needs
7. Advise on the relevance of courses or programs as related to current job needs
8. Advise on criteria for selection of instructors and students
9. Advise on appropriate learning projects and activities
10. Assist in student internships and equipment donation when feasible
11. Attend meetings regularly
12. Participate in the committee discussions

Committee Membership Guidelines

Composition of the Committee:

Each occupational area should have an advisory committee with representation that reflects the community. The number of members will vary with the nature of the program being served. Normal size will be ten to fifteen members serving staggered terms.

Advisory committee membership may include:

1. One full-time college representative from administration
2. One full-time college representative from faculty
3. One part-time faculty representative currently working in the field
4. One high school faculty member teaching in the field- specifically from an area career center
5. One current first-year student representative
6. One current second-year student representative
7. One recent graduate/alumni representative
8. College career placement coordinator
9. Six or more representatives of the occupation currently employed in business, labor, or industry
(Ideally, these representatives should be in the position of hiring graduates of the program)
10. Representation from transfer schools

No more than one-third of the membership should be made up of adjunct faculty who are currently working in the field. Additional adjunct faculty, full time faculty, and college administrations may be considered as ex-officio members.

Recommending advisory committee members

All appointments to advisory committees are made by a Division Dean/Assistant Dean or a designated representative, based on recommendations from appropriate faculty/administrative personnel or current advisory committee members. The program director/coordinator, upon discussions with the dean, should contact prospective members in advance to determine their willingness to serve.

When changes in membership occur, recommendations for new members should follow the process discussed above. The composition of the committee should be reviewed before recommendation of new members. Appropriate letters of appreciation from the president will be sent to those whose terms have expired. It is important that membership be reviewed and new members added as appropriate.

Term of Office

Each appointment of a program advisory committee member shall be for three years, except when the appointment is to fill an unexpired term. At least two-thirds of the members shall be retained each year with one-third of the membership being appointed each year. An outgoing member may be reappointed by a majority vote of membership present. An individual will automatically lose membership on the Committee if he/she fails to attend three successive meetings without presenting, in advance, to the chairperson of the committee, a valid reason for his/her absence.

Frequency of Meetings

A minimum of two meetings will be scheduled each academic year – one in fall semester and one in spring semester is recommended. Written or electronic notice of each regular meeting will be sent to members in a timely manner and will include an agenda for the meeting.

When scheduling meetings, it is important to select times when the maximum number of committee members will be able to attend. If the responses indicate there will not be enough in attendance to have a quorum, the meeting should be rescheduled.

Special meetings of the Committee may be called by the chairperson as needed throughout the year. The time of advance notice shall be appropriate in terms of the reason for the urgency of the meeting.

Responsibility of Committee Officers

The officers shall be a chairperson and a vice-chairperson.

The officers shall be elected annually by a majority vote of the Committee members, who have been appointed by the division dean, at the last meeting during the school year. Officers may be re-elected to the same office. The chairperson shall be elected from among those members who have served at least one year.

Chairperson's duties:

1. to serve as the co-chairperson along with the program director/coordinator of the Program Advisory Committee with the following responsibilities:
 - a. preside over the meetings using Roberts Rules of Order <http://www.robertsrules.org/>
 - b. lead discussions, and bring closure on key points of discussion
 - c. establish meeting dates and calling meetings to order
 - d. encourage a relaxed atmosphere conducive to productive discussion
2. be a representative from business or industry, elected by the committee members
3. to communicate with the program director/coordinator to prepare meeting agendas
4. The chairperson should avoid:
 - a. acting as the final authority on all subjects
 - b. putting pressure on the group to agree with his/her own personal views
 - c. chairing subcommittees
 - d. discussing questions or issues that are outside the purpose of the committee

Vice-Chairperson's duties:

1. The vice-chairperson shall be elected from among those members who have served at least one year.
2. the vice chair may be elected to serve as the next chairperson following a set time as vice chairperson
3. work closely with the chairperson on all tasks
4. serve as the leader for many of the committee's activities
5. perform specific tasks assigned by the chairperson

Recorder duties (NCSC staff assignment):

1. keep records of the attendance of members at meetings
2. keep a record of discussion and recommendations
3. maintain a permanent record file of Advisory Committee activities

College Program Director/Coordinator Duties:

1. to serve as the co-chairperson along with the elected Chairperson of the Program Advisory Committee with the following responsibilities:
 - a. preside over the meetings using Roberts Rules of Order <http://www.robertsrules.org/>
 - b. lead discussions, and bring closure on key points of discussion
 - c. establish meeting dates and calling meetings to order
 - d. encourage a relaxed atmosphere conducive to productive discussion
2. maintain a close working relationship with members of the committee
3. act as the communication liaison between the school and the community
4. work with the assistant dean and administrative assistant to arrange meeting dates, times and location, invite committee members, and prepare correspondence and meeting documents
5. provide statistical information about the school and prepare progress reports

Ex Officio members shall be:

1. Appropriate administrators
2. Appropriate program coordinators or supervisors
3. Faculty in the program area or general education faculty members

Curriculum

All curricula are developed and revised by NCSC faculty with advisory committee input and comment.

Recommendations and Reports

Any formal resolutions or recommendations from the Committee shall be in written form. They shall include the number of Committee members present and voting, and the number favoring the resolution or recommendation. All resolutions and recommendations shall be presented by the recorder to the program director/coordinator, who shall then present them to the assistant dean.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Office of Civil Rights

The NCSC Advisory Committee does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Karen Reed, Ph.D.

Vice President for Academic Services
2441 Kenwood Circle
158 Fallerius
Mansfield, OH
419 755 4733

Doug Hanuscin

Director, Human Resources
2441 Kenwood Circle
156 Fallerius
Mansfield, OH
419 755 4871

Appendix A - Charter & Bylaws

Advisory Committee Program (name)

Charter

&

Bylaws

To be developed by each individual committee (insert here)

Appendix B - Links for Further Reading

- Terminology and Requirements related to Post-Secondary Degrees, Certificates, and Education Preparedness Programs https://www.ohiohighered.org/sites/ohiohighered.org/files/Academic-Program-Review-Guidelines_FINAL_042915.pdf
- FERPA <http://www.ncstatecollege.edu/cms/disclosures/ferpa>
- Non-Discrimination college policy <\\172.16.0.142\ncsc.doc\Policies Manual\Final PDFs\15-03.pdf>
- NCSC Advisory Committees <http://catalog.ncstatecollege.edu/cms/catalog/advisory-committees>
- Roberts Rules of Order <http://www.robertsrules.org/>

Appendix C - Templates

Sample Appointment Letter

October 6, 2016

Ms. Jane Smith
ABC Construction Company
3814 Place Drive
Mansfield, Ohio 44906

Dear Ms. Smith:

It is with great pleasure and appreciation that North Central State College welcomes you as a member of the _____ Program Advisory Committee. Your appointment is for a three-year term.

Your knowledge and expertise in _____ and your interest in community college education qualifies you as a highly valuable member of the committee. We hope you will find this a rewarding experience.

Thank you for your interest in making our educational offerings even better, and your willingness to serve the wider community.

Sincerely,

Chairperson

Sample Advisory Committee Agenda

Welcome

Approval of minutes

Self-introductions

Employer discussion

1. Their company
2. Current needs
3. Trends in the industry
4. Upcoming events
5. Job placement opportunities

Program review

1. Curricula
2. Review of courses
3. Recommendations for curriculum committee

Evaluation

1. Program graduates
2. Reports/data

Specific curriculum issues if any

Special-interest topics/presentations

Events, funding or fundraising

Next meeting date/location

Adjourn

Sample Meeting Minutes format

Minutes of _____ Program Advisory Committee Regular Meeting

Agenda:

1. Date/time
2. Location of meeting
3. Industry members present
4. Administrators/faculty present
5. Meeting called to order by:
6. Introduction of committee members
7. Purpose of meeting
8. Reading/approval of minutes
9. Industry representative's overview/status
10. Status of previous recommendations
11. Curriculum review (course materials made available including a copy of the current curriculum worksheet for the program and any syllabi up for review.)
12. Other points of discussion
13. Next meeting date/location
14. Motion to adjourn
15. Signature of Program Director/Coordinator

Please Note Roberts Rules of Order- Motions require that you state who made the motion, who seconded it and the results of the vote. <http://www.robertsrules.org/>

Appendix D - Evaluating Committee Effectiveness

The Program Advisory Committee will evaluate effectiveness at the final meeting of each school year. Goals and objectives will be formulated at the first regular meeting of the school year, utilizing implications from the spring evaluation.

Criteria for evaluating the effectiveness of the committee	Yes	No
The committee has held at least two meetings.	_____	_____
The committee utilizes an up-to-date constitution and bylaws to govern its operations.	_____	_____
The committee elects officers on a regular systematic basis (yearly).	_____	_____
The committee reports formally to the appropriate administrators for institution.	_____	_____
The committee is officially recognized by and members are appointed by the college	_____	_____
The committee membership strives to achieve diversity in gender and ethnicity, and is composed of individuals who represent a broad cross-section of the occupational area; including labor, supervisors, managers, parents and students.	_____	_____
The committee meeting minutes are maintained as a permanent record and are distributed to the appropriate administrators and members of the advisory committee.	_____	_____
The agendas are prepared and distributed in advance of each meeting.	_____	_____
Members are notified of meetings in a timely manner.	_____	_____
Committee members are aware of the specific purposes of the committee and are familiar with related school policies.	_____	_____
Faculty and administrators attend the committee meetings regularly.	_____	_____
Committee members are publicly recognized for their service.	_____	_____
Committee meetings are well attended by members.	_____	_____
The committee has been involved in the development and review of the program curricula.	_____	_____
The committee has reviewed the current program curricula to determine if it is meeting the needs of the students and the projected employment needs of business and industry.	_____	_____
The committee promotes and publicizes the program.	_____	_____
The committee develops and carries out a yearly plan of action/program of work.	_____	_____
The committee assesses the impact of recommendations yearly.	_____	_____
The committee reviews yearly outcome data, including student competencies achieved.	_____	_____

References

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