The Technical College of the Lowcountry offers quality instruction providing the educational services and opportunities to meet the needs of its students and its community. Through its commitment to high standards in its programs and services, the College empowers individuals by enabling them to grow, to learn, and to develop throughout their lifetimes. Because of its academic programs and services, the College is an effective partner in economic development and human resource development in the four-county service area.

Technical College of the Lowcountry Mission
One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

Adopted by the TCL Commission, November 18, 2002
Approved by the Commission on Higher Education, January 9, 2003
Reaffirmed and Modified by the TCL Commission, October 8, 2009
Modifications Approved by the Commission on Higher Education, November 24, 2009
Reaffirmed and Modified by the TCL Commission, October 14, 2010
Reaffirmed by the TCL Commission, October 27, 2011

Statement of Non-Discrimination
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

TCL/7/31/2012
Technical College of the Lowcountry Vision
The Technical College of the Lowcountry will be the premier academic institution—visionary, vibrant and valued—engaged in leading the region to economic prosperity by providing innovative workforce solutions.

Philosophy
A learning centered college, the Technical College of the Lowcountry encourages creativity, innovation, resourcefulness, and responsibility. In all of its endeavors the College creates a positive, student-centered environment emphasizing learning. While the College is responsive to local and regional needs, it recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry. With its comprehensive programs, the College offers Lowcountry residents the opportunity to enter higher education, to keep their skills up to date and to learn throughout their lifetimes. Through its technical and college transfer programs, the College serves as an effective partner in economic and human resource development in the Lowcountry.

Strategic Goals
The Technical College of the Lowcountry has six major goals:

**Goal I:** Create a Portal to the Future.

**Goal II:** Capitalize on Valued Partnerships.

**Goal III:** Create Vibrant Learning Environments.

**Goal IV:** Grow and Enhance Resources.

**Goal V:** Optimize Access and Success.

**Goal VI:** Provide an Innovative and Qualified Workforce.
1711 The Town of Beaufort established.
1861 Union troops occupy Beaufort.
1868 The Mather School for daughters of former slaves established.
1861 Mrs. Mather deeds the property to the New England Baptist Missionary Association.
1801 First elementary class of three members graduates.
1901 Mather Junior College graduates first class.
1932 Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School – 12 grades are now being taught.
1934 The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll.
1935 Mather School accredited by the Southern Association of Colleges and Schools.
1936 The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to affect a merger relationship with Benedict College, Columbia, South Carolina.
1937 Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school.
1938 The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE).
1939 The School becomes known as the Beaufort Regional Training Center.
1940 The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center.
1941 State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
1942 The Center is accredited by the Southern Association for Colleges and Schools.
1943 The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun.
1944 Student Support Services, a program offering counseling to high risk, first-generation college students is begun. Part of the federal government TRIO programs.
1945 College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring.
1946 The College’s Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
1947 SACS Reaffirmation.
1948 College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs.
1949 Legislation is introduced to establish an area commission, a local government board for the College.
1950 Dr. Anne S. McNutt appointed President.
1951 College changes name to “Technical College of the Lowcountry” to reflect its four-county service area. The Foundation is also renamed.
1952 Associate of Arts and Associate of Science degrees are offered.
1953 The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County’s representative on the TCL Commission from 1987-1990.
1954 Converted from quarters to semesters.
2005 Groundbreaking for the New River Campus
2006 New River Campus opens doors for classes and dedicates campus
2008 Dr. Thomas C. Leitzel appointed President.
2009 College vision statement is implemented.
2009 TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden.
2010 Five-year strategic planning process begins.
2010 Whale Branch Early College High School opens.
2011 Exterior renovations are completed to the historic Mather School building Moor Hall.
2011 College completes facility master plan.
2011 TCL and Colleton County open the Colleton Career Skills Center
2011 The New River Campus building is named for former commission chairman Angus Cotton
2012 $1.2 million Hampton Campus renovation completed.
Types of Programs Available
College academic programs of study at the Technical College of the Lowcountry lead to associate degrees, diplomas, and certificates. Areas of study for these credentials include occupational/technical education, college transfer programs, developmental and college preparatory education. The academic programs are organized under the following four academic divisions: Arts & Sciences, Business Technologies, Health Sciences, and Industrial Technologies.

Purpose of Advisory Committees
One of the most important missions of Technical College of the Lowcountry is to provide technical, career-oriented programs in response to defined needs of the community it serves. The very nature of such programs demands that a close, cooperative relationship exist between the College and local industry, business, and government. To foster this relationship, Technical College of the Lowcountry maintains an advisory committee for each of its credit degree and diploma programs/clusters and distinct certificate programs not associated with a degree or diploma program. These committees are able to provide essential contributions because their membership represents employers and other community members who are respected and recognized as authorities in their fields. The presence of functioning advisory committees enables the educators to develop programs of career education based on real needs of the community. These committees consider feedback from faculty, students, employees, and alumni in addition to information from accrediting bodies or other external sources in their review of the academic programs. Public confidence and improved educational programs can be secured when the experiences and counsel of responsible citizens are solicited and acted upon by the institution.

Authority of the Committees
A College advisory committee is strictly limited to making recommendations and suggestions. The authority for setting up educational requirements with respect to College affairs rests legally with the State Board, the TCL Commission, and the President, acting in conformity with federal, state, and local laws, rulings, and regulations.

Committee Functions
In their advisory role, each committee has the following functions and responsibilities:

- Advise the College of specific manpower needs of the community.
- Advise the College of changing job requirements in the occupational field or career.
- Review the educational programs and make recommendations for changes to the curriculum for currency with business and industry processes as appropriate.
- Recommend facilities and equipment to insure that the program remains abreast of technological advances.
- Assist in recruiting qualified instructional personnel and provide opportunities for professional development for full-time and adjunct faculty.
- Recommend standards for student selection.
- Assist in opening avenues of employment for graduates and field placements for current students.
- Serve as liaison between the College and the community and annually evaluate the committee’s effectiveness in its roles.
Qualifications and Selection
Because the College seeks to serve the entire community, it is appropriate that the membership of each advisory committee reflects a cross-section of the community with regard to geographic location, race, gender, and any other such factor. There is no specific formula for selecting advisory committee members, but experience provides certain basic considerations that can be applied to the selection:

- **Experience** - Members must have had successful first-hand experience in the area on the committee they will serve.

- **Adequate Time** - An advisory committee should keep in close contact with the activities of the College. It is necessary, therefore, that the ability to devote adequate time to committee work be considered a criterion for membership.

- **Character** - Members should exhibit a strong sense of responsibility, civic-mindedness, and willingness to participate.

Member Appointments
Committees will consist of a minimum of six members representing both general interest and career expertise for the program. Suggestions for committee membership may be received by the Division Dean from committee members, TCL faculty and staff, or any respected community member. The appropriate Division Dean reviews the qualifications of available candidates. Final approval of committee members rests with the President, who also extends the official invitation to serve on the committee. Committee appointments normally are for a period of one year. Although committees should not become self-perpetuating, members may be recommended for successive years. Reappointments will be confirmed each year by a letter from the President of the College.

Member Privileges
In addition to committee members having the opportunity to provide input and influence programs and policies of the institution, other privileges enjoyed by the committee members include:

- **College** - Committee members receive personal invitations to College activities such as graduation exercises, groundbreaking ceremonies, building dedications, special presentations, and open house activities.

- **Library Privileges** - Members are given access to the College's library.

- **Publications** - Members receive a copy of the College catalog and are mailed issues of appropriate College publications in order to keep them abreast of current happenings.
Committee Chairperson
The Chairperson will be selected each fall from among the committee membership. This selection is a critical step and most of the committee's success will depend upon the Chairperson.

The Chairperson works closely with the Division Dean and faculty and presides at meetings, appointments, subcommittees and usually represents the advisory committee in other groups. As a Chairperson, he/she will be expected to spend more time on the affairs of the committee than other members and should exhibit a willingness to take the extra steps that will enable him/her to be well informed and well prepared.

Other Committee Officers
A Vice-Chairperson should be elected by the committee to serve in the absence of the Chairperson.

The committee may elect a recording secretary from its membership or request that a non-voting College representative serve as secretary.

College Liaison Person
Each program advisory committee shall have a College liaison person. This person will be either the Division Dean of the curriculum area and/or the program coordinator. This person will act as the institutional representative having primary responsibility for the program’s operation. The liaison person is also responsible for establishing and maintaining an active, effective advisory committee and serves as the chief liaison between the committee and the institution. It is the responsibility of the Division Dean to review all agendas prior to each advisory committee meeting and to keep informed of all committee activities. Some specific functions of the liaison person are to ensure that:

- The committee Chairperson and other members receive assistance as requested to help them contribute effectively to committee activities.

- Minutes of meetings are taken, typed, and distributed as soon as possible after the meeting.

- Arrangements for the next meeting (including time, date, place, and agenda, if possible) are established, in collaboration with the Chairperson, before the meeting adjourns. In the event that an agenda for the next meeting cannot be established before adjournment, the liaison will assure that an agenda is developed and forwarded to committee members along with the notice of the next meeting.

- Members are notified of an upcoming meeting by mail or email.

- Appropriate physical arrangements, including reservation of the meeting place, are made prior to the meeting time.
• Revised membership lists are prepared and distributed each time there is a change in committee members or member status.

• Committee recommendations are forwarded by the Division Dean to the attention of the institutional officer for action. Committee members receive prompt feedback on action taken.

• Permanent records of committee activities are maintained.

• Activities considered beneficial to the institution's program are conducted.

**Frequency of Meetings**
Committees will schedule regular meetings at least semi-annually. Meetings in excess of twice a year are determined by the committee and will depend on the kinds of activities in which the committee is involved, as well as the amount of assistance requested by the Division Dean. In addition, electronic communication may occur to solicit information or provide informational materials at various points during the year.
The purpose of program advisory committees is to ensure a close cooperative relationship between the Technical College of the Lowcountry and local industry, business, and government. To foster this relationship the Technical College of Lowcountry maintains an advisory committee for each of its degree programs and other appropriate programs. The purpose of this procedure is to outline the appointment and function of the advisory committees.

**PROCEDURE**

1. **Appointment of Program Advisory Committee**
   a. Committees will consist of a minimum of six members that include representation from business, industry, and related community organizations and agencies reflective of the service areas’ major employers of College graduates. Recommendations for committee membership may be received by the Division Dean from committee members, TCL faculty and staff, or any other respected community member.
   b. The qualifications of available candidates are reviewed by the appropriate Division Dean and forwarded to the Vice President for Academic Affairs who makes a recommendation to the President.
   c. Approval of committee members rests with the President, who extends an official invitation to serve on the committee.
d. When the President receives a response to the invitation, it will be forwarded by the Office of Academic Affairs to the appropriate instructional Division Dean.

e. The Division Dean sends each new member a welcome letter and distributes a revised committee membership list to the committee members and the Vice President for Academic Affairs.

f. Committee appointments are for a period of one year. Members may be recommended for successive years. Reappointments are confirmed by letter from the President for the College.

2. Functions and operations of Advisory Committees

a. Program advisory committees are designed to:

(1) Provide input to help in revising programs, assist in developing new competencies to be added to programs, and/or addressing areas of concern.

(2) Provide recommendations on the programs to be established, expanded, continued, suspended, or discontinued.

(3) Review and make recommendations on the utilization/integration of current technology and equipment in existing programs.

(4) Assist in providing professional development opportunities, field placements, and/or cooperative work experiences for students and/or faculty within their company or organization.

(5) Assist with recruitment and/or student job placement.

(6) Serve as a liaison between the College and the community.

b. A committee chairperson will be elected each fall by the committee from the committee membership. The chairperson will work closely with the curriculum instructor, preside at meetings, appoint subcommittees and usually represent the advisory committee in other groups.

c. Each program advisory committee shall have a College liaison person who is responsible for both establishing and maintaining an active, effective advisory committee.

d. It is the responsibility of the Division Dean to review and approve all agendas prior to their distribution and to keep informed of all committee activities.

e. Committees will schedule at least two regular meetings annually.
f. Committee members will be notified of meetings by the Division Dean by mail at least two weeks in advance of the meeting date.

g. Minutes of all advisory committee meetings will be recorded and copies distributed.

h. Permanent records, including minutes of meetings and current membership lists will be maintained in the office of the appropriate Division Dean.

i. A master file of advisory committees, including records of all current committee members and minutes from all meetings will be maintained in the Office of the Vice President for Academic Affairs. Each revised membership list must show a revision date.