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PURPOSE

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.