

TECHNICAL COLLEGE OF THE LOWCOUNTRY
ADVISORY COMMITTEE
HANDBOOK

2021–2022



**TECHNICAL COLLEGE OF THE
LOWCOUNTRY
ADVISORY COMMITTEE HANDBOOK**



**TECHNICAL COLLEGE
OF THE LOWCOUNTRY**

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PO Box 1288
921 Ribaut Road
Beaufort, SC 29901*

*Hampton Campus, H. Mungin Center: (803) 943-4262
54 Tech Circle
Varnville, SC 29944*

*New River Campus: (843-470-6000)
100 Community College Drive
Bluffton, SC 29909*

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.

REVISED: August 2019

Technical College of the Lowcountry Vision

Our vision is to elevate each student and every community we serve through transformative technology and exceptional teaching.

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

Reaffirmed by the TCL Commission, October 18, 2012

Reaffirmed by the TCL Commission, October 18, 2013

Reaffirmed by the TCL Commission, October 22, 2014

Reaffirmed by the TCL Commission, September 8, 2015

Reaffirmed by the TCL Commission, November 17, 2016

Reaffirmed by the TCL Commission, October 19, 2017

Reaffirmed by the TCL Commission, October 18, 2018

Reaffirmed by the TCL Commission, October 17, 2019

Reaffirmed by the TCL Commission, November 17, 2020

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.

Strategic Goals

The Technical College of the Lowcountry has four major goals:

Goal I: Increase Enrollment

Goal II: Ensure Relevancy

Goal III: Increase Student Success

Goal IV: Increase Retention

TCL History

- 1711 The Town of Beaufort established.
- 1861 Union troops occupy Beaufort.
- 1862 Penn School founded to educate newly liberated slaves.
- 1868 The Mather School for daughters of former slaves established.
- 1881 Mrs. Mather deeds the property to the New England Baptist Missionary Association.
- 1901 First elementary class of three members graduates.
- 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.
- 1954 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.
- 1955 Mather School accredited by the Southern Association of Colleges and Schools.
- 1956 Mather Junior College graduates first class.
- 1966 Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college.
- 1967 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.
- 1968 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.
- 1969 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).
- 1970 The School becomes known as the Beaufort Regional Training Center.
- 1972 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.
- 1974 State Board designates a four-county service area – Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
- 1978 The Center is accredited by the Southern Association for Colleges and Schools.
- 1979 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.
- 1981 Student Support Services, a program offering counseling to high risk, first- generation college students began. Part of the federal government TRIO programs.
- 1982 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.
- 1983 The College’s Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
- 1984 SACS Reaffirmation.
- 1985 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.
- 1986 Legislation is introduced to establish an area commission, a local government board for the College.
- 1987 Dr. Anne S. McNutt appointed President.
- 1988 College changes name to “Technical College of the Lowcountry” to reflect its four-county service area. The Foundation is also renamed.
- 1990 Associate of Arts and Associate of Science degrees are offered.
- 1991 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.
- 1992 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 Whale Branch Early College High School opens.
- 2011 College completes facility master plan.
- 2011 The New River Campus building is named for former commission chairman Angus Cotton
- 2012 \$1.2 million Hampton Campus renovation completed.
- 2014 Dr. Richard J. Gough appointed President.
- 2014 TCL Accreditation is reaffirmed by SACSCOC (Southern Association of Colleges & Schools, Commission on Colleges)
- 2018 TCL celebrates 50 years of community college and 150 years of The Mather School.
- 2019 TCL breaks ground on the Culinary Institute of the South in Bluffton, SC.

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 career and technical education, college transfer programs, and developmental and college preparatory education. The academic programs are organized under the following five academic divisions: Arts & Sciences, Business Technologies, Culinary and Hospitality, Health Sciences, and Industrial Technologies.

Purpose of Advisory Committees

One of the most important missions of Technical College of the Lowcountry is to provide career and technical 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 and distinct certificate programs. These committees are able to provide essential contributions because their membership represents employers and community members who possess knowledge and experience in their career fields. Advisory committees enable 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 accreditation agencies or other external sources in their review of academic programs. Improved educational programs can be developed when recommendations from committee members with successes in their career fields are implemented by the institution.

Authority of the Committees

A college advisory committee is limited to making recommendations and suggestions. Educational requirements for each program are determined by several accreditation organizations, TCL Commission, and President. The College must follow 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 ensure 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.
- Provide employer feedback with comments about student's communication and technical skills, appearance, and work ethic.
- Provide information about current/updated workplace trends in equipment technology and workplace regulations (federal, state, and local).
- Share knowledge of employment forecast/trends for the future.
- Notify the College of outreach activities/events in connection with businesses, schools, industry, and government.

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.
- *Willingness to Participate* - Members typically possess a strong sense of civic-mindedness, service, and volunteerism.

Member Appointments

Committees will consist of a minimum of six members representing general interest, knowledge, and career experience for the program. Suggestions for committee membership to the Division Dean can be both internal from TCL faculty and staff, or external from an individual in the community. The Division Dean reviews the qualifications of available candidates and forwards them to the Vice President for Academic Affairs. The Vice President for Academic Affairs makes a recommendation to the President. Final review and approval of committee members rests with the President, who sends an email inviting each member to serve on the committee. Committee appointments normally are for a period of one year although members may be recommended for successive years. Reappointments will be confirmed each year via email from the President.

Committee Chairperson

Each fall, one member of the committee will be selected to be the Chairperson. Typically, one of the committee members volunteers for this position.

The Chairperson works closely with the Division Dean and faculty and presides at meetings. As a Chairperson, he/she will spend more time on the affairs of the committee and should be willing to spend additional time to be informed, prepared, and helpful to the Dean and fellow committee members.

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 recording secretary.

College Liaison Person

Each program advisory committee will have either the Division Dean or the Program Coordinator serve 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 meetings (including time, date, place, and agenda, if possible) are established in collaboration with the Chairperson.
- The liaison will assure that an agenda is developed and forwarded to committee members along with the notice of the next meeting at least two weeks prior to the meeting through email.
- Appropriate physical arrangements, including reservation of the meeting place, are made prior to the meeting.
- Revised membership lists are prepared and distributed to members at the first meeting in the fall. The Academic Affairs Office receives the lists in August prior to the start of the fall semester for the President's invitation through email. Whenever a change in committee members or member status occurs, updated lists are distributed to everyone.
- Committee activities are recorded in advisory and curriculum committee meeting minutes.
- Committee recommendations to strengthen the institution's programs and provide improved student learning and employment are implemented.

Frequency of Meetings

Committees will schedule regular meetings at least semi-annually. More frequent meetings 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.

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PROCEDURE

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PROCEDURE TITLE: PROGRAM ADVISORY COMMITTEE

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: ACADEMIC AFFAIRS

PRESIDENT

March 25, 2003
Date

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.

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- 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.

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- 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.