



Occupational Advisory Committees

2021 Annual Report

December 6, 2021

Program Occupational Advisory Committees (OACs) are an essential component of the College's Institutional Effectiveness Plan. Each academic year, full-time faculty host OAC meetings. External constituents from related business and industry sectors in the community meet to review and evaluate programs for alignment with industry and workforce needs. As a result of these meetings, appropriate input is gained from those with expertise in the field to maintain discipline relevance.

Committee Composition

Occupational Advisory Committees are formed by program and by campus location (*see chart below*). In some instances where programs are offered at multiple campuses, committee members may be shared and programs may host shared meetings. Committees are composed of at least three members from business and industry that are external to the institution. Members are expected to have expertise in the program/occupation area and represent the regional service area of the campus where the program is offered. Generally, employers that hire NTCC students serve on occupational advisory committees.

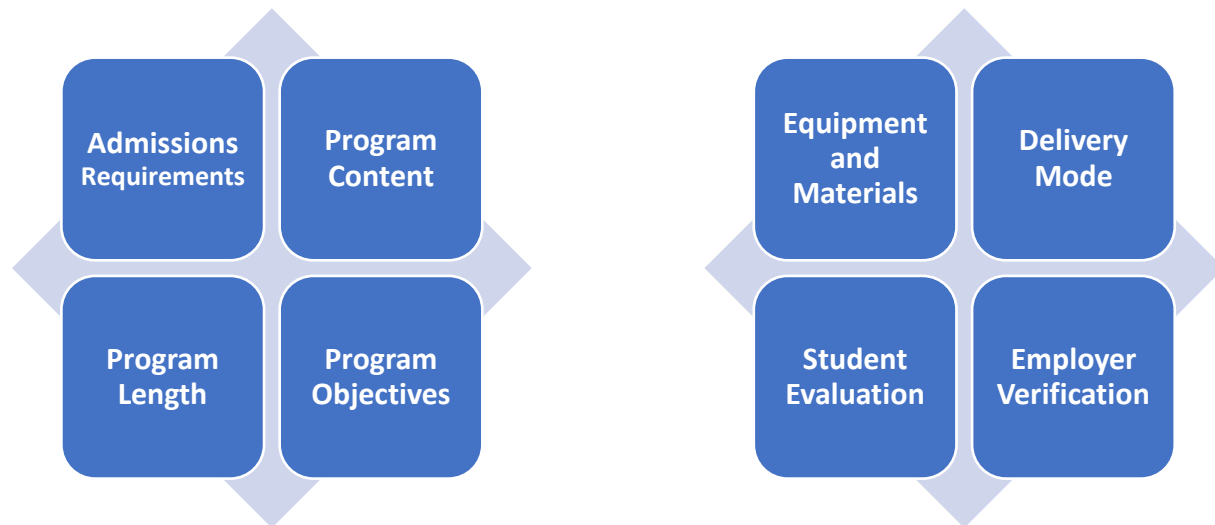
Florida Parishes Campus	Hammond Campus	Livingston Campus
Automotive Technology Business Office Administration Culinary Arts and Occupations Electric Line Technology Medical Assistant Patient Care Technician Pharmacy Technician Practical Nursing Veterinary Technology Welding	Air Conditioning & Refrigeration Automotive Technology Care & Development of Children Electrician Information Technology Machine Tool Technology Medical Assistant Pharmacy Technician Practical Nursing Welding	Electrician Practical Nursing Welding

Sullivan Campus	Lacombe Campus	Southeastern ISC
Air Conditioning & Refrigeration Automotive Technology Building Technology Specialist Business Office Administration Care & Development of Children Diesel Equipment Technology Electrician Patient Care Technician Pharmacy Technician Practical Nursing Welding	Air Conditioning & Refrigeration Criminal Justice Drafting and Design Technology Electrician Information Technology Maritime Technology Welding Practical Nursing	Business Office Administration

Review of Programs

Committees review and give input related to a number of items. A review of program content is provided to ensure that training objectives are in alignment with the College mission and the needs of regional employers and students. Program length is reviewed to ensure that entry level wages are directly related to the length of training and the tuition cost of training. Program equipment and materials are reviewed to ensure their similarity to those used in business and industry. Additionally, employers verify a range of remuneration that can reasonably be expected by completers who enter the occupational field upon completion of the program. OACs also make recommendations regarding the program structure, admissions requirements, curriculum, elimination and addition of programs and the evaluation of students. Other items for review include a plan of work, committee groupings, business & industry visit report, and meeting minutes. Recommendations related to the above-mentioned review items are recorded in the meeting minutes and may result in additions/changes to strategic operational plans and/or program assessment plans.

Committee Review Items



Summary of Results

It is important to note that due to challenges associated with the pandemic as well as upcoming policy changes, meeting requirements were modified. For the 2020-2021 academic year, programs were only required to host one advisory meeting. Additionally, the meeting requirement was waived for certain programs, specifically those within the Division of Academic Studies. For programs which were required to meet, most held their advisory committee meetings during the Spring 2021 semester. In regards to college-wide participation, 89% of NTCC programs met with their OAC for the academic year. OAC participation by campus is detailed below.

Occupational Advisory Committee Participation, 2020-2021 AY

Campus Location	Fall 2020	Spring 2021	AY %
Florida Parishes	-	89%	89%
Hammond	-	90%	90%
Lacombe	-	88%	88%
Livingston	-	100%	100%
Sullivan	-	64%	64%
Southeastern ISC	-	100%	100%

*Number indicates the percentage of programs, by campus, who met with their Occupational Advisory Committee (*once*) during the 2020-2021 academic year.

Documentation, evidence of action, and meeting minutes are maintained on the College website.

Academic Studies	Health Sciences & Nursing	Technical Studies
Business Office Administration <i>*Meeting Requirement Waived</i>	<u>Care & Dev of Young Children</u>	<u>AC & Refrigeration</u>
Criminal Justice <i>*Meeting Requirement Waived</i>	<u>Medical Assistant</u>	<u>Automotive Technology</u>
<u>Culinary Arts & Occupations</u>	<u>Patient Care Technician</u>	<u>Building Technology Specialist</u>
Information Technology <i>*Meeting Requirement Waived</i>	<u>Pharmacy Technician</u>	<u>Diesel Powered Equip Technology</u>
	<u>Practical Nursing</u>	<u>Drafting & Design Technology</u>
	Veterinary Technology <i>*Did not hold meeting due to program director resigning</i>	<u>Electric Line Technology</u>
		<u>Electrician</u>
		<u>Machine Tool Technology</u>
		<u>Maritime Technology</u>
		<u>Welding</u>