



Occupational Advisory Committees

2024 Annual Report

December 31, 2024

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 combined 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 Site	Hammond Site	Livingston Site
Automotive Technology Culinary Arts and Occupations Electric Line Medical Assistant 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 Information Technology Practical Nursing Welding
Sullivan Site	Lacombe Campus	Southeastern Site
Air Conditioning & Refrigeration Automotive Technology Building Technology Specialist Business Office Administration Care & Development of Children Diesel Equipment Technology Electric Line Electrician Patient Care Technician Practical Nursing Welding	Air Conditioning & Refrigeration Drafting and Design Technology Electrician Information Technology Maritime Technology Paralegal Studies Practical Nursing Registered Nursing Welding	Transfer Programming

Review of Programs

Committees review and give input related to a number of items. During meetings, committees are expected to review and engage in discussion related to four main agenda items: (1) Business and Industry Update; (2) Curriculum Review; (3) Program Review; (4) Action Items and Action Report. 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. OACs also make recommendations regarding the program structure, admissions requirements, curriculum, elimination and addition of programs and the evaluation of students. Upon the conclusion of each meeting, minutes are compiled that include a summary of discussion related to each agenda item. Any 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

Business & Industry / Transfer Update	<ul style="list-style-type: none">• Discussion related to trends and changes in the field• Report of hiring salaries and vacancy outlook (OAC)
Curriculum Review	<ul style="list-style-type: none">• Discussion of Admissions Requirements; Program Content, Length, Equipment & Materials; Delivery Modes offered
Program Review	<ul style="list-style-type: none">• Discussion of Program Assessment Plan results; Program Health Index results (pending); & Student Evaluation
Action Items & Report	<ul style="list-style-type: none">• Discussion of action items requested of the program by the OAC and a report on progress related to action items

Summary of Results

Regarding college-wide participation, 95% of all unique NTCC programs met with an OAC at least once for the academic year. Of all programs offered, 21 out of 22 met with an advisory committee. Position vacancies contributed to the college not reaching 100% participation. OAC participation by campus is detailed below. To ensure programs are in compliance with the updated [Program Advisory Committee Policy](#), continued efforts will be made during the 2024-2025 academic year to communicate expectations and requirements to faculty.

Occupational Advisory Committee Participation, 2023-2024 AY

Campus Location	# of Programs Hosting Meeting	# of Programs	%
Florida Parishes	6	7	85%
Hammond	10	10	100%
Lacombe	9	9	100%
Livingston	1	4	25%
Sullivan	11	11	100%
Southeastern ISC	0	1	0%
College-Wide	21	22	95%

* Campus percentages reflect the percentage of programs, by campus, who met with their Occupational Advisory Committee at least once during the 2023-2024 academic year. The College-wide percentage reflects the percentage of all unique programs that met with an Occupational Advisory Committee at least once during the 2023-2024 academic year (21/22 = 95%).

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

Florida Parishes Campus	Hammond Campus	Livingston Campus
Automotive Technology Culinary Arts and Occupations Electric Line Medical Assistant 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 Information Technology * Practical Nursing Welding

Sullivan Campus	Lacombe Campus	Southeastern ISC
Air Conditioning & Refrigeration Automotive Technology Building Technology Specialist Business Office Technology Care & Development of Children * Diesel Equipment Technology Electrician Electric Line Patient Care Technician Practical Nursing Welding	Air Conditioning & Refrigeration Drafting and Design Technology Electrician Information Technology * Maritime Technology Paralegal Studies Practical Nursing Registered Nursing Welding	Transfer Programs

* Combined meetings across campus locations