

# Nunez Community College Advisory Committee Charter

## Mission & Purpose

The purpose of the (program name) Nunez Community College Advisory Committee is to provide input from business and industry to the (Associate of Applied Science Degree/Certificate Program) in (program name), such that it produces highly qualified candidates prepared to meet industry's changing needs.

## Objectives & Specific Actions

This Nunez Community College Advisory Committee will provide input to the (program name) by:

### Resources and Support

Active participation in encouraging and soliciting resources and support from local industries for:

1. Physical material/equipment, instructor support, site visits, and SME's
2. Internship and scholarship sponsorships
3. Assistance in instructor search process

### Feedback and Evaluation

Providing feedback so that continuous improvement and alignment with industry can be achieved through:

1. Instructor performance
2. Curriculum and instruction
3. Program quality
4. Student performance
5. Graduate performance

### Communication, Marketing and Placement

Creating communication links among education, industry, and the community to:

1. Promote awareness and accessibility of the program to all stakeholders
2. Endorsements to the program with scholarships and internships
3. Provide a market for graduates
4. Mentor with students facing career decisions

### Curriculum Development

Implementing a rigorous and practical program that meets industry needs across the Nunez Community College service area by:

1. Developing an evergreen process for continuous improvement of curriculum and materials
2. Maintaining a proactive stance relative to future needs of the industry for the program

## Membership

This Nunez Community College Advisory Committee membership for the XXXX program will be comprised of XXXX industry representatives to include: operators, subject matter experts, safety and environmental training specialists, and development, human resources, and management personnel. Representatives from Nunez Community College will include: Division Chair, Coordinator of Workforce Development, and at least one program Instructor. Where appropriate, the advisory committee membership will also include a representative from the School to Work program and a state Job Service representative. Special guest such as students, graduates, and subject matter experts will be invited to attend meetings and assist with projects and research on an “as needed” basis. Members will be appointed for overlapping two-year terms. The appointment will be effected with majority support of the committee, recommendation of the Division Chair, and approval by the VCAA.

## Roles and Terms of Office

Members are expected to attend and participate in the meeting processes on a regular basis.

The Nunez Community College Advisory Committee officers will consist of a Chairperson, Vice-Chairperson and Secretary. The Chair and Vice-Chair positions will be one-year terms. These terms will begin on February 1, and end on January 31. The Vice-Chairperson will succeed the Chairperson unless the Vice-Chairperson is unable to serve.

### **Responsibilities of the Chairperson...**

- Provide leadership, direction and oversight to the Advisory Committee
- Convene, prepare agenda and facilitate Advisory Committee meetings
- Assign the work of the Advisory Committee to appropriate members

### **Responsibilities of the Vice-Chairperson...**

- Assist and assume the responsibilities of the Chairperson as needed

### **Responsibilities of the Secretary...**

- Maintain a current list of Advisory Committee members
- Contact Advisory Committee members with notice of meetings
- Provide an agenda to members prior to meetings
- Prepare and distribute minutes of meeting to all members, and maintain the permanent records of the committee

Nunez Community College will host the advisory committee meetings, and will provide information as requested by the advisory committee.

## Meetings

This Nunez Community College Advisory Committee will meet at least once per semester (3 times per year). Additional meetings may be convened on an “as needed” basis.