

# **CHAPTER FIVE**

## **ADVISORY COMMITTEES**

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## **5.00.00      ADVISORY COMMITTEES**

Richmond Community College serves the public and, in turn, is supported by it. Richmond Community College and the community must work together for the College to achieve its goals. Advisory committees provide part of this necessary communications link. These committees are made up of representative laypersons in their field, who help educational authorities build programs based on the identified needs of the area.

### **A.      Committee Responsibility**

Members of an advisory committee give advice on course content for a particular curriculum or a single course to reflect training needs in various occupations. Fostering good public relations is one of a committee's most important activities. Recommendations made by advisory committees for changes in a curriculum should be presented by the Department Chairperson to the Curriculum Committee for action.

### **B.      Faculty Responsibility**

It is the responsibility of the Department Chairperson to organize and utilize the services of an advisory committee. Names of prospective committee members are submitted by the Chairperson to the Vice President for Instruction for submission to the President. The President will appoint advisory committee members.

### **C.      Term of Office**

The term of office of each committee member is for two (2) years with opportunity for reappointment. The publications, The Advisory Committee and Vocational Education published by the American Vocational Association and the Advisory Committee Handbook, describe the role of the advisory committee and define the duties of committee members.

### **D.      Meetings**

Advisory committees meet on a need basis as determined by the Department Chairperson and committee members with at least one (1) meeting per year. Minutes of all advisory committee meetings will be kept by the Department Chairperson and a copy kept on file in the office of the Vice President for Instruction.