

**Revision Responsibility:** Vice President for Williamson Campus and External Services  
**Responsible Executive Officer:** Vice President for Williamson Campus and External Services

**Source/Reference:** None

## **PURPOSE**

To define the role and function of Workforce and Continuing Education (WCE) Advisory Committees and to establish committee procedures.

## **POLICY**

- I. WCE Advisory Committees are lay committees appointed to advise programs and WCE administrators on matters relevant to current practices and technical developments in the areas that they advise. As such, they do not establish policy and/or procedures nor become directly involved in program or department operations.
- II. Advisory committees shall be appointed for WCE programs based upon industry needs as determined by the Vice President for Williamson Campus and External Services.
- III. WCE advisory committees shall meet at least once per year.

## **PROCEDURES**

- I. Appointment of Committee Members
  - A. Each Program Instructor will recommend to the Vice President for the Williamson Campus and External Services the maximum size of the committee.
  - B. The President and Vice President for the Williamson Campus and External Services will serve as an *ex officio* member of the committee.
  - C. Committee membership should be diverse and broadly representative of the industries served by the program in the College's service area.
  - D. The Program Instructor, in conjunction with the WCE Operations Manager, will identify prospective committee members and forward to the Vice President for the Williamson Campus and External Services, a summary of each candidate's background and qualifications, along with a brief recommendation statement.



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- E. The Vice President for the Williamson Campus and External Services will review the candidates and forward a recommendation for issuance of a formal invitation from the President.
  - F. Committee members shall be appointed to three-year terms. At the end of the third year, the Program Instructor may recommend renewal of the member's term or recommend a replacement.
  - G. Copies of the appointment shall be kept on file in the President's Office and a formal listing of committee members will be published in the College Catalog.
- II. An Advisory Committee handbook outlining the committee's role, responsibilities, and procedures will be provided to each WCE Advisory Committee member.
- III. Minutes will be kept at each meeting and disseminated in a timely manner to Advisory Committee members, program members, the WCE Operations Manager, and the Vice President for the Williamson Campus and External Services. Also, they will be posted in accordance with requirements outlined in the Columbia State Committee Guidelines.

*Created November 2020; reviewed and approved by Cabinet December 2020 and signed by the President.*