

# HANDBOOK FOR ADVISORY COMMITTEE MEMBERS

## DEPARTMENT OF INDUSTRIAL TECHNOLOGY

### Industrial Technology Major

- Applied Manufacturing Concentration
- Electro-Mechanical Concentration
- Quality Sciences Concentration

Jackson State Community College  
Industrial Technology Department  
Jackson, Tennessee

(2007-2008)

## **DEPARTMENT OF INDUSTRIAL TECHNOLOGY ADVISORY COMMITTEE HANDBOOK**

### Institutional Mission Statement and General Information

Jackson State Community College provides accessible learning opportunities and services to a diverse student population and community. The College enhances quality of life by offering associate degrees, certificates, and enrichment courses as preparation for further higher education and for career entry or advancement.

Jackson State Community College is a public, nonresidential institution of higher education governed by the Tennessee Board of Regents of the State University and Community College System of Tennessee. The college emphasizes open admission to quality instructional programs and comprehensive student support services which meet the educational, career training, personal enrichment, and community economic development needs of a fourteen county service area in West Tennessee.

Jackson State Community College makes available to its constituents associate degree and certificate programs intended for transfer to a four-year college or university or for direct entry into the job market. Academic emphasis is placed on university transfer programs and on career programs in the health sciences, business/computer Technology, and industrial Technology. The College also offers a continuing education program that responds to workplace training and professional development needs of business and industry.

### Industrial Technology Facilities and Staff

The Ned R. McWherter Center for Advanced Industrial Technology, named after the former Tennessee state governor, houses Jackson State's Industrial Technology department. The Industrial Technology program includes the concentrations of Applied Manufacturing, Electro-Mechanical, and Quality Sciences. The Center, located on the 99-acre main campus in Jackson, contains classrooms, computer laboratories, and specialized laboratories dedicated to electronics, machining, plastic molding, quality assurance, and computer information services. The 76,000 square-feet of the Center translate into 21 classrooms and laboratories plus support areas. The Division of Continuing Education and Corporate Services is also housed in the Center.

Industrial Technology at JSCC is much more than the sum of laboratories, machines, computers, and devices; it is people. A staff of experienced and professional faculty teaches the outcomes-based programs of study. Students come from all parts of West Tennessee and from many industries throughout the service area to study industrial technology at JSCC.

### Industrial Technology Department Mission

The Industrial Technology program and its concentrations strive to provide accessible, quality, affordable, and occupationally-driven courses as related to the goals, objectives, and mission statements of the college and the Industrial Technology department. Each concentration seeks to accomplish this by instructional excellence and collaborative interaction with the industrial community. Student career preparation is grounded in a core of general education and technology based courses intended to prepare the student to function effectively in a technological environment.

Many of the students in technology programs are given a tremendous boost through scholarship programs that provide assistance. Industrial and professional associations, along with interested friends and alumni, make these scholarships available. These funds supplement existing College-sponsored scholarships made available for the academically talented and the technically competent. Faculty and students alike are encouraged to maintain membership in the organizations that promote and stimulate professional growth in the technology.

### Advisory committee Definition

An advisory committee may be defined as a group of persons selected from industry and the community to advise educators regarding professional programs of study. The advisory committee is usually formally organized, and is appointed by proper authority for a definite term of service. In some situations, an informal or “ad hoc” committee is formed for special purposes. Two characteristics of advisory committees are: (1) they do not possess formal authority, and (2) members serve voluntarily and without pay. Their purpose is to advise, support, and assist the department and its program.

Technology programs are able to remain relevant and effective through College/Industry cooperation. One of the most significant contributions to currency comes in the form of the industrial advisory committee. Members are chosen from leaders in their particular field of expertise. They come from a wide range of backgrounds in business, industry, and government. Professional trade associations also provide support. These advisors give graciously of their time to aid in recommending content for programs. This contribution of time gives the College an opportunity to know the current and future expectations of employers and the opportunity to feel the pulse of industry.

### **ADVISORY COMMITTEE FUNCTIONS**

Broadly stated, the function of the advisory committee is to advise the faculty regarding instructional programs in specific industries. This committee should be concerned with the industry it represents as it relates to the overall degree program. Some specific advisory committee functions are as follows:

1. To serve as a communication channel between the program and the industrial community.
2. To assist in review of each program option for instructional content and relevancy to industry needs.

3. To recommend competent personnel from business and industry as potential faculty and committee members.
4. To assist in evaluating the program of instruction for content and relevancy to industry needs.
5. To suggest ways for improving the public relations efforts of the Department of Industrial Technology.
6. To assist in recruiting students, providing internships, and in placing qualified graduates in industry.
7. To keep the Department of Industrial Technology informed on trends and future directions in industry that may affect the program of study.

### **ADVISORY COMMITTEE EXPERTISE**

The degree of expertise possessed by each member, as perceived by his or her colleagues and the department, is the influencing factor in the invitation to serve on the advisory committee. The extent of one's contribution to the educational program may rest upon the knowledge the person has in an area of specialization. This knowledge, coupled with a general understanding of the field of study, should be standard for advisory committee members and should be utilized by the department at every opportunity. In times of need, the department has at its disposal a rich source of information for specialized occupational areas. Some of the ways in which the program can utilize the guidance and direction of the advisory committee may be described as follows:

#### **1. Equipping and furnishing instructional facilities**

New or expanding programs generally involve equipment, most of which is costly. The expertise of industrial representatives to advise and counsel the administration and staff when new equipment is being contemplated is a must. Equipment may be available in the community and donated to the Department for the program. Also, it is good practice to talk over the plans for purchasing new equipment with those who are familiar with their performance in industry. The advisory committee should provide advice on the establishment of standards for equipment, facilities, and instructional materials for the program.

#### **2. Reviewing and recommending changes in curriculum**

The nationally accredited program should receive periodic review by the advisory committee. No one in the community would be more aware of new technical developments which require changes in the curriculum than members of advisory committees. Course scope and sequence should also be periodically reviewed by the advisory committee

### **3. Obtaining public support for financing the program**

Advisory committee members often support legislative action affecting program funding. The professional organizations which the members represent usually have a favorable attitude toward the professional program, and they are in a position to persuade other industrial organizations, service clubs, and civic groups to gain their favorable support.

### **4. Creating and supporting student scholarships**

Advisory committees often suggest techniques for use in raising scholarship funds to provide incentives and respond to the financial needs of students. Industry is usually willing to provide a scholarship as tangible evidence that it is supporting the program. A committee of faculty selects the recipients. A personal visit to industry by a departmental representative may be necessary to finalize arrangements by the donor.

### **5. Donations by industry**

One of the most important and direct ways industry can help the program is by financial and material assistance. Programs in all parts of the nation can point to valuable equipment, instructional supplies, and educational materials donated by industry. Some currently existing program options simply cannot function or survive in the absence of industry support. The department requests that advisory committee members take the initiative in making the institution aware of the existence of such opportunities for material or financial assistance.

### **6. Field trips to industry**

The wide assortment of field trips by students and instructors, which can be arranged in a community with the help of the advisory committee, is limited only by available time. Such trips are educational and highly effective in providing an opportunity for students to observe the environment in which they will work.

### **7. Guest speakers for classes and meetings**

Advisory committees have long provided inspiring and stimulating speakers for various classes and meetings of both students and faculty. They are valuable resource speakers because they are familiar with the problems of education as well as the problems and opportunities in industry. Not only can members serve as speakers, they may suggest others from industry who are willing to serve the program in a similar capacity.

### **8. Internships**

Committee members can participate in securing internship (co-op) opportunities to assist students in completing elective course requirements in the various options. These temporary, but mutually beneficial alliances between a student and industry may constitute a pool of qualified candidates which industry can utilize to fill vacancies for permanent employment.

## **9. Employment of students /graduates**

Affiliated as they are with industry and education, advisory committee members frequently find placement opportunities for students on a permanent basis or for summer and part-time employment. Advisory committee members may also participate at career-day activities where appropriate occupational information may be distributed. In addition, advisory committee members can assist the school by recruiting transfer students from community colleges and area vocational schools. Printed materials about programs and prospective jobs can be made available to academic counselors or individual students upon request.

## **10. Public information**

The public understanding of the program hinges upon the flow of positive information emanating from it. The advisory committee serves as a critical link with the community by interpreting the instructional program to both industry and the general community. Members of the advisory committee can assist with the following:

- a. Arrange visits to industry for instructors, counselors, administrators, and students.
- b. Participate in “career-day” and “open-house” activities at schools.
- c. Serve as speakers for school and program functions.
- d. Arrange for publicity for the program through the news media.

### **ADVISORY COMMITTEE MEMBERSHIP**

The Industrial Technology department is committed to working with those people in the broad service community who can contribute most to the success of the program. At least five essential criteria are kept in mind when selecting and inviting individuals for committee membership:

#### **1. Experience**

Members must have had successful experience in the area of industry the program serves. They are persons who have earned the respect and

confidence of their associates. Committee members provide a variety of expertise, a necessary ingredient in the achievement of departmental goals.

## **2. Time**

The advisory committee will meet at least twice per academic year. Members will maintain close contact with the activities of the school through information and mailings provided by the department through the year. It will be necessary for some members to devote time to committee work, outside of regular meetings

## **3. Professionalism**

Most members are invited to service on the advisory committee at the recommendation of their colleagues. They are described as ethical, responsible, civic-minded, and are considered highly cooperative in service to the industrial community.

## **4. Commitment**

Invitation for advisory committee service will be influenced by demonstrated or perceived willingness and commitment in their service to the industrial community. Commitment to the continual evaluation and improvement of the Industrial Technology program will be expected.

## **5. Representation**

Individual members of academic program advisory committees can reflect varying constituencies and may include faculty, administrators, and professionals from various fields, when appropriate. Members of the committee should be selected for maximum visibility from various fields; nationally, statewide, and regionally. Members should be broadly representative, both geographically and corporately. The final authority for approval of selected committee members rests with the President of the College or designated representative.

The department chair, all current industrial technology faculty members, the Center of Emphasis Director and the Director of Tech Prep will be ex-officio members of the Advisory committee. Additionally, selected representatives from the student body may be invited to participate.

## **APPOINTMENT TO THE COMMITTEE**

1. Each administrator or faculty member responsible for the coordination of activities of the advisory committee and the academic program shall arrange for the appointment of new committee members to be effective at the beginning of the academic year or at such other time as appropriate.
2. The Industrial Technology department will initiate an invitation for service on the committee with a formal letter of appointment emanating from the President.

### **ORGANIZATIONAL STRUCTURE**

#### **The committee chairperson**

The following statements relate to the position of committee chairperson:

##### 1. Selection

Since the members of this committee are all highly qualified and respected individuals, one will be elected by the body to serve as chairperson of the committee. The chairperson elected will serve the next two academic years.

##### 2. Duties

The principle duty of the committee chairperson is to preside at all meetings of the committee. The committee chairperson should assume a leadership role for each meeting of the advisory committee. The committee chairperson should plan the meeting agenda together with the department chair and program coordinator. Having decided on time and place of the meeting, meeting notices and an agenda will be distributed by the department on official stationery.

#### **The committee secretary**

The secretary of the advisory committee should have a close working relationship with the members of the committee. His/her most important attributes include:

- a. An understanding of the program and a sense of the relative importance of issues and objectives.
- b. An ability to explain the program to others.
- c. An ability to organize detailed material into a meaningful whole.
- d. A facility for writing and documenting meeting minutes.

##### 1. Selection

The division dean will appoint the secretary of the advisory committee from the college staff. This person will be present at the committee meetings to take minutes and arrange all communications and transmittals.

## 2. Duties

An important function of the secretary is the preparation and mailing of announcements, minutes, and other information to committee members, school administrators, and others who must be kept informed of committee activities. Normally, the Department Chair will assume the responsibility for announcing meetings and developing and disseminating minutes. The importance of accurate and neatly prepared reports and letters should not be minimized. The timeliness of, and feedback following the meetings is important.

### The Program Coordinator

It has been said that achievements of advisory committees are in direct relation to demands made on them by the department. It behooves the program coordinator to obtain the maximum benefits from these specialists through active participation at meetings.

#### 1. Selection

The department chair will serve in the capacity of program coordinator.

#### 2. Duties

The program coordinator will serve as general consultant to the advisory committee. It is important to note that he/she is considered an ex-officio member of the committee. The person is present to seek advice, and counsel with the committee members.

Some of the duties of the program coordinator will include reading and keeping minutes, notifying members of time and place of meetings, arranging for meeting rooms, providing statistical or descriptive information concerning the Department and preparing reports of progress. The department will assume the tasks of providing clerical assistance needed in the work of the committee, including minutes, reports, recommendations, and notices.

One of the chief duties of the program coordinator is the preparation of the agenda for each meeting. It is his/her responsibility to state the issues involved in the program and to present them to the Advisory committee for discussion and/or recommendations. It is important that members of the committee be consulted in order to discover what they believe to be the characteristics and trends of the program that are important to the committee.

## committee Membership

The following paragraphs provide guidelines which govern committee membership.

### 1. Number of Members

The number of members on an advisory committee varies with the nature of the program served. This group should not be so large that it becomes cumbersome and should lend itself to efficient, constructive discussion. Therefore, the size of the advisory committee has been established to include up to 30 members.

### 2. Term of Membership

Committee appointments are made effective near the beginning of the academic year, or at such time as agreed upon by the department and division dean. The names of proposed members should be submitted according to the approved procedure. Members are appointed to definite terms of office, serving staggered three-year terms. Provisions are made for staggered replacement so that experienced members will always be serving on the committee. Committee members may be re-appointed upon the recommendation of the Department Chair and approval by the President.

The provisions above will provide continuity in the composition of the committee, and will also allow for a limited number of changes each year. (Note: Special appointments of varying lengths of time may be necessary to ensure controlled changes in membership.)

### 3. Number of Meetings

The department shall maintain contact with the advisory committee throughout each school year. However, depending upon the agenda items, the advisory committee will meet semi-annually with a special meeting called for specific purposes. Calling the committee together for meetings to discuss matters that may be resolved by mail or telephone will be avoided. Generally speaking, advisory committees should meet a minimum of twice a year, and more frequently as needs may dictate.

### 4. Business Conduct

Since accomplishment of advisory committee goals will require efficient and cooperative group effort, all meetings should incorporate parliamentary law. To ensure useful and efficient gatherings, and fair and equitable treatment of all members, all meetings will be conducted in compliance with Robert's Rules of Order.