

# VIRGINIA WESTERN

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WE'LL TAKE YOU **THERE** 



## CURRICULUM ADVISORY COMMITTEE MANUAL

Revised: July 2006; July 2007; July 2008; July 2009; February 2010;  
May 2010; March 2011; February 2012; July 2013; December 2017

It is the policy of the Virginia Community College System and Virginia Western Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex, age, religion, handicap, national origin, or other non-merit factors. For further information, contact the Title IX Coordinator in Chapman Hall, Room 102, at 857-6348 or the Section 504 Coordinator, S102, at 857-7286. TTY number is "711" or 1-800-828-1120

## **NOTE OF APPRECIATION**

**TO: Curriculum Advisory Committee Members**

**FROM: Office of the Vice President of Academic & Student Affairs**

On behalf of the faculty, staff, and students at Virginia Western Community College, the college wants to extend their thanks and appreciation to each of you for taking the time to serve as a member on one of our Curriculum Advisory Committees. Assessment studies show that our occupational technical programs are doing an excellent job in preparing students for employment. One of the reasons for the success of our programs is the guidance and support that we receive from our Curriculum Advisory Committee members. It would be very difficult for us to keep up with the rapidly changing needs of business and industry without the input and advice from professionals who work daily in the field.

Realizing how valuable your time is, we try to limit the number of official meetings to once or twice a year. At the meetings, the program heads and the directors of the programs will provide you with important information about the programs, identify any problems where help is needed, and give you an opportunity to make observations and suggestions about how we can make our programs more effective. If you see areas where our curriculum needs to be improved, where the equipment we are using is obsolete, or where processes we are teaching are outdated, please do not hesitate to be frank in your observations and advice. With your assistance, our faculty and staff can help students gain the skills, knowledge, and work ethics that they need to reach their career goals.

For your convenience, the Curriculum Advisory Committee Manual is now available on-line at the following link:

<https://www.viriniawestern.edu/academics/curriculum.php>

# ROLE AND RESPONSIBILITIES OF CURRICULUM ADVISORY COMMITTEES

## Purpose

Curriculum Advisory Committees (CAC) act in an advisory capacity to the college regarding instructional programs in specific occupational and technical areas. CACs consist of community members: in particular, experienced professional and para-professional individuals familiar with the occupational area in Virginia Western Community College's service region.

The workplace knowledge and resources provided by CAC members help ensure that all aspects of a program reflect the needs of the current employment market and that potential employers recognize program graduates as highly qualified candidates capable of performing successfully in the occupations for which they have been trained. In the process, the CACs work in collaboration with college personnel to identify unmet employment needs that might lead to expanding or modifying the college's program and service portfolios. CACs are indispensable to maintaining state-of-the-art, community-linked curricula and services in a time of rapid, continuous change and demands for accountability.

## Role and Responsibilities

Local curriculum advisory committees act in an advisory capacity to the community college. Within the area of its educational and occupational/ technical interest and specialty, the committee may:

- 1) Assist the community college in the establishment of occupational/ technical programs and curricula by:
  - a) Helping to identify present and future occupational needs within the college region and the skills and knowledge required for prospective employees,
  - b) Advising the community college concerning employment practices, specific certification and licensure requirements; industry recognized credentials; job entry educational levels required by business, industry and the professions; standards and regulations relating to student employment; and occupational placement of graduates; and
  - c) Reviewing and submitting recommendations regarding specific program and curricular proposals and specialized equipment and facility requirements for new or innovative programs.
- 2) Assist with the recruitment of students by:
  - a) Publicizing the college programs and employment opportunities, and
  - b) Encouraging student scholarships and other financial aids.
- 3) Promote understanding and support of the community college and its programs by:

- a) Assisting with the establishment and maintenance of liaison between the community college and regional business, industrial, professional and other organizations and agencies, and
  - b) Disseminating information about the college and its programs through the college's business and professional publications.
- 4) Assist the community college in conducting regional studies or surveys.
  - 5) Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.

## Virginia Community College System (VCCS) Policies

### **Local Advisory Committees (Section 5.2.4 VCCS Policy Manual)**

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board.

### **Local Advisory Committees for Specialized Programs (Section 2A IX.E. VCCS Policy Manual)**

Local advisory committees for specialized programs and occupational/technical curricula shall be utilized in the establishment and evaluation of such programs and curricula.

## Advisory Committee Membership and Officer Guidelines

1. Curriculum Advisory Committee members are officially appointed by the Virginia Western Community College Local Advisory Board upon recommendation of the President.
2. Membership consists of experienced professional and para-professional persons familiar with the career, technical, occupational area in Virginia Western Community College's service region.
3. The members are selected from lists of nominees that are recommended to the Vice President of Academic & Student Affairs by the appropriate school Deans and Program Heads who have supervisory responsibility over the college's occupational and technical program.
4. Curriculum Advisory Committee members serve three-year terms, which in most cases begin January and end in December.
5. A college representative (usually a Program Head) shall be designated by the Vice President of Academic & Student Affairs to serve on the committee. Other College faculty and staff may participate in committee meetings but are not considered official members. Adjunct faculty may be official members if they are representing an employer or other relevant entity other than the college.

## Advisory Committee Officers

The committee officers shall consist of two co-chairs.

- One of the committee co-chairs shall be elected from the committee membership and shall serve a term of one year.
- The other co-chair shall be the designated college representative (usually a Program Head)

## Duties of the Officers

1. The co-chairs shall cooperate to fulfill the following duties:

- Preside at all meetings of the committee.
- Plan a meeting agenda.
- Assist in the recruitment of new members.

2. The College representative, or designee, shall:

- Establish the committee meeting date, time, and location in consultation with the co-chair.
- Prepare all material, including the agenda, for distribution to committee members at least one week prior to meetings.
- Prepare and keep proceedings (minutes) of all meetings. All recommendations of the committee shall be included within the minutes.
- Minutes should be submitted to [governance@viriniawestern.edu](mailto:governance@viriniawestern.edu) within 10 days of meeting.
- Minutes will be posted to [www.viriniawestern.edu/academics/curriculum.php](http://www.viriniawestern.edu/academics/curriculum.php)
- Maintain an active and updated list of committee membership.

**Note:** Exceptions to the membership and officer guidelines can be made if approved in writing by the appropriate School Dean and the VP of Academic and Student Affairs.

## Institutional Information

School Website <https://www.viriniawestern.edu/index.php>

Directions and Campus Maps <https://www.viriniawestern.edu/about/visitvwcc.php>

Employee Directory <http://www.viriniawestern.edu/directory/index.php>

Administrative Offices <http://www.viriniawestern.edu/about/offices.php>

Curriculum Advisory Committee Page <https://www.viriniawestern.edu/academics/curriculum.php>

## Institutional Data:

<https://www.viriniawestern.edu/ie/factbook.php>