

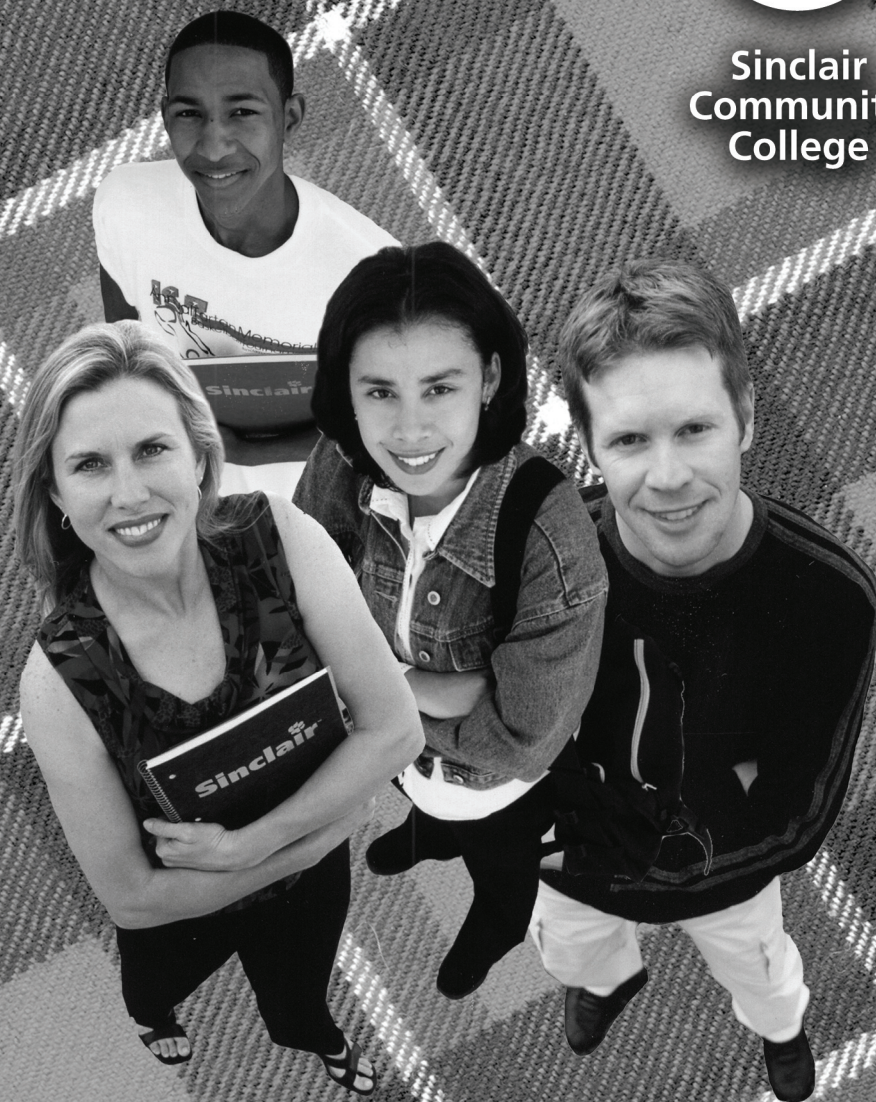
Advisory Committee Handbook



Sinclair
Community
College



Sinclair
Community
College





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**Sinclair
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For Further Information
(937) 512-2522

Conclusion

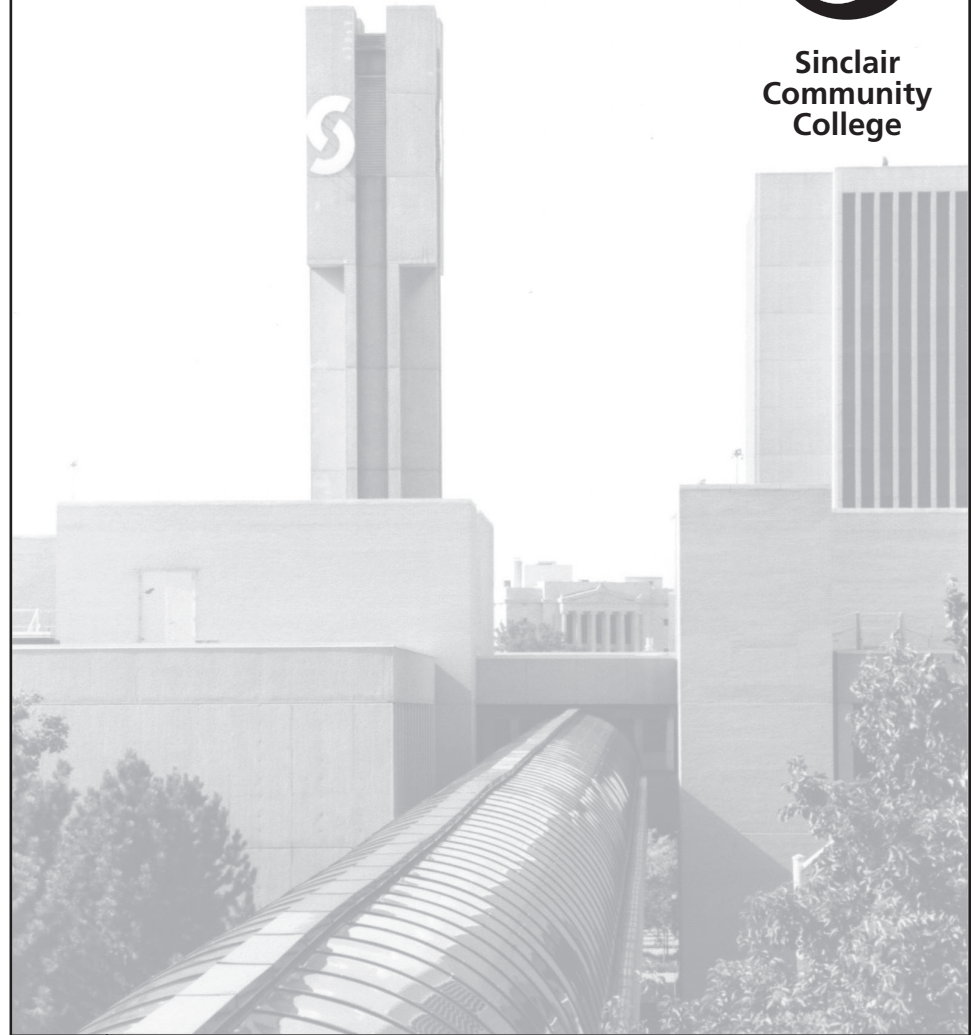
Advisory committees have proven to be indispensable in enhancing learning at Sinclair Community College. Success of future programs will be influenced significantly by the relationship of education to business, industry, labor, and other programs of education in the community.

The contribution of interested and knowledgeable citizens participating on a well planned program advisory committee will do much to ensure the continued success of their community college. Colleges belong to the customers and stakeholders—the citizens.

Advisory Committee Handbook



**Sinclair
Community
College**





A Message from the President

Sinclair's Program Advisory Councils serve an important role in ensuring that Sinclair's educational programs remain appropriate and current. Sinclair Community College values your commitment of time and expertise as a member of a Program Advisory Committee. Your counsel is a valuable asset to students who benefit from the knowledge and experience you bring to your academic and student service programs. Sinclair benefits from your advice and assistance as representatives of business, industry, and the professions.

Some of the important services you will be asked to contribute will be in the crucial role of planning and revising curricula so that our programs continually reflect changes and advancements in the job requirements of your expert field. Through our close contact with professionals such as you, Sinclair stays abreast of new technologies and designs programs that meet the real world demands of business and industry.

It is of key importance to Sinclair that we provide our regional work force with well qualified graduates who have the required knowledge, the appropriate skills, and the proper attitude. Your involvement with Sinclair affords you an opportunity to play a crucial role within your field toward meeting this important goal.

As you know, Sinclair Community College is dedicated to excellence in education. As a full partner in this pursuit, you make it possible for us to meet the challenges of the millennium that await us all.

Sincerely,

Steven Lee Johnson, Ph.D.
President

programs at Sinclair Community College among employers, students and the general public.

- Suggest and support local, state, and national action to assure adequate programs are provided.
- Participate in college activities such as career days and cultural events.

Qualification for Membership

The following criteria should be kept in mind when selecting individuals for membership for Sinclair Community College Advisory Committees:

Expertise

- Members should have first-hand experience in the career areas being represented.
- Members should have the confidence of their associates and peers.

Responsibility

- Members should possess a strong sense of public duty and civic mindedness.
- Members should have a professional image, and their standing in the community should be exemplary.

Interest

- Members should be highly motivated, and have a positive perspective of their field.
- Members should be enthusiastic about and committed to Sinclair Community College.

Availability

- Members should be available for meetings and activities of the advisory committee.

Sinclair Community College

An Overview

- Provide financial assistance by arranging donations of equipment and supplies.
- Help by establishing or providing scholarships and other awards to students.
- Help find qualified speakers to address classes, conferences or seminars.
- Assist in arranging field trips to appropriate facilities and sites in business, industry and other related organizations.

Help secure cooperative training sites, internships and assist in the placement of graduates.

- Recommend policies that will ensure maximum benefit from cooperation education and internship programs.
- Assist in identifying places for internships, practicum, cooperative work experiences, clinical, or other field based experiences.
- Assist in student placement activities by providing occupational information to students and faculty. Help in developing employment opportunities for graduates.

Act as a communication link to assist in the development of community understanding. The advisory committee helps promote public support of the college and its programs by fostering a favorable image. Members are encouraged to speak to civic and business groups about the college.

- Encourage cooperation and a better understanding of the transfer and career

Sinclair Community College is fully accredited by The Higher Learning Commission of the North Central Association and is a member of the Ohio Association of Colleges. Sinclair is a comprehensive community college and recognized nationally as a leader in education with programs of study, which are approved by the Ohio Board of Regents. Sinclair is authorized to grant associate degrees in arts, sciences, applied sciences, and individual and technical studies. Programs in Allied Health Technologies, Business Technologies, Engineering & Industrial Technologies, Extended Learning & Human Services, Fine & Performing Arts, and Liberal Arts & Sciences are accredited or fully certified by specialized professional accrediting agencies. An attractively landscaped, modern campus located near the center of downtown Dayton, Ohio, characterizes Sinclair Community College. The entire facility was designed by Edward Durell Stone to be both architecturally impressive in appearance and highly functional in nature.

The present campus has continued to grow since its original opening in 1972. Sinclair is one of the largest single-campus community colleges in the nation. It offers students a well-maintained, state-of-the-art learning environment. Since 1972, Sinclair's academic excellence has been acknowledged on an ongoing basis with accolades from accrediting and higher education governing bodies. In 1989, Sinclair was selected for membership in the prestigious League for Innovation in the Community College. In 2000, Sinclair was selected as one of 12 Vanguard Learning Colleges.

A nine-member Board of Trustees governs the college. Six trustees are appointed by the Montgomery County Commissioners and three are appointed by the governor of the State of Ohio. The board is the policy making body of the college

and reviews plans and internal policy decisions made by the president, administrative officers, and faculty.

Sinclair was founded in 1887 as a one-room evening school in the Dayton YMCA. Today, this modern comprehensive community college offers the first two years of a four-year college education plus a large number of career oriented programs. Sinclair provides high quality instruction, flexible course scheduling (offered both day and night), distance learning delivery, student oriented counseling, a job placement service, cooperative education for those who wish to earn college credit for on-the-job learning, and low tuition. Various types of financial assistance are also available including scholarships, grants and loans.

Sinclair Community College is an equal opportunity institution and does not discriminate on the basis of race, color, creed, national ethnic origin, handicap or sex in its admissions policies, programs, activities or employment services.

Sinclair Community College follows an open door admissions policy. Some programs have specific admission requirements; others do not. Students who need additional preparation are given the opportunity to acquire basic skills necessary for college level work.

Deans, chairpersons, and faculty, with recommendations from program advisory committee members, set appropriate academic standards for admission to each program. College officials strictly adhere to these standards.

government, and question whether current programs are relevant in meeting those needs.

- Assist with surveys by suggesting data to be gathered, the means for securing it and interpretation. Surveys are sent to business, industry and government to determine the need for programs. They are also sent to graduates and their employers to help assess the program outcomes.
- Evaluate overall program effectiveness through examination of formative and summative assessment procedures in the program. The advisory committee will suggest changes to improve programs.
- Evaluate how programs are contributing to core indicators of success and institutional effectiveness.

Provide advice on the establishment and maintenance of quality programs.

- Work with the department faculty, chairperson and dean in reviewing the content of the program curriculum to make sure it is relevant, meets accreditation standards, and will help prepare students for the specific occupations of the program.
- Provide information leading to the development of new courses and revision of current academic programs.
- Offer advice on the types of programs that are required to prepare students for emerging occupations.
- Offer advice to the department on facilities, equipment and supply needs of the program.
- Determine the amount of student and community interest in the cooperative education component of the curriculum.

Functions

Program Advisory Committee

The State of Ohio Board of Regents requires advisory committees for college career programs.

The specific purposes of a program advisory committee are to provide advice and counsel, and assist in the planning, development and evaluation of the academic programs at the college. It is important that these recommendations from business, industry, government, and education take place so the programs meet the needs of the students, and the students have the skills to enter the job market.

It is important for advisory committee members to understand the role of the committee is advisory in nature and that it does not have administrative policy making or legislative authority. Advisory committees are important to the establishment and maintenance of up-to-date educational programs and accreditation standards. Changes in technology, business, industry and government have increased the need for effective communication between education and the world of work. Specifically, advisory committees should:

Evaluate current academic programs to determine if they are providing the necessary education experiences.

- Review all features of the program outcomes to see if they meet business, industry and government needs.
- Review the curriculum of the program to see if it will help the students achieve the program outcomes. The advisory committee makes recommendations to the college regarding the types of curricular offerings needed to satisfy general education, as well as technical requirements.
- Identify the most recent educational and employment trends in business, industry and

Vision

Sinclair...

Your Bridge to the Future

Before us lie uncharted worlds of opportunity.

Sinclair will be the bridge to that future, giving open access to opportunity, intellectual challenge, and self-discovery for students with diverse needs.

With Sinclair, people will pursue their quests for lifelong learning through affordable, high quality education.

At Sinclair, people will benefit from a caring approach to teaching and learning that provides personal attention and encourages individual growth.

Through Sinclair, people will be empowered with knowledge and skills for their journeys into tomorrow.

Our success shall hinge on turning these values into action:

- dedication to quality and excellence
- reliance on anticipation, imagination, and innovation
- commitment to responsible citizenship within our community
- adherence to the Sinclair credo, "Find the need and endeavor to meet it"
- confidence in the courage, determination, and diversity of our students, employees, and supporters, and belief in unlimited human potential.

Learning College Principles

- Creates substantive change in individual learners.
 - Engages learners in the learning process as full partners, assuming primary responsibility for their own choices.
 - Creates and offers as many options for learning as possible.
 - Assists learners in forming and participating in collaborative learning activities.
 - Defines the roles of learning facilitators by the needs of the learners.
 - Succeeds only when improved and expanded learning can be documented for its learners.
- arranging for meeting facilities that are comfortable and appropriate for the size of the group, and arranging for refreshments, if desirable
 - securing and distributing specific data concerning the program advised, and other appropriate information.

Organization

Program Advisory Committee

the college for the committee, inviting special persons to speak to the committee

- encouraging informal, free discussion that is relevant to the topic. Being a good listener and accentuating the positive
- referring questions concerning college administration and policy to the administrators or faculty attending the meeting
- making decisions according to correct parliamentary procedure after adequate discussion
- appointing ad hoc committees as needed in consultation with the other officers
- planning, as necessary, follow-up activities, and
- starting and adjourning meetings on time.

Secretary

It is recommended that the department chairperson, or some other representative of the college, serve as secretary to assume many of the routine, but important, responsibilities involved in a successful committee operation which include:

- recording attendance and preparing the minutes, mailing promptly to the members and appropriate school personnel
- sending notices of the meetings, including the agenda developed by the officers. Also, calling the members two or three days prior to the meetings to remind them of the meetings and check potential attendance

Purpose of a Program Advisory Committee

The Program Advisory Committee is organized to provide advice to faculty and administrators about the competencies needed by students entering a specific occupational area. The Program Advisory Committee is composed of persons who have specific occupational knowledge and expertise in that occupational area.

Program Advisory Committees are important to the establishment and maintenance of current educational programs. Business, industry, government, and education are continuing to change the job requirements for their employees, so there is an increased need for effective communication between these constituents.

Meetings

The number of meetings held each year depends on the specific situation and need, but at least one per academic year is required. Orientation of new members will be a part of the agenda for the first meeting of each academic year. It is important to establish the date, time and place of meetings early, so members can mark their schedules accordingly.

Agenda

Each meeting will be conducted with a planned, published agenda.

The responsibility for the development of the agenda rests with the chairperson of the advisory committee and/or the program chairperson. The

agenda should be sent to each member with the meeting notification, along with any material necessary for the meeting. This gives members the opportunity to come to the meeting prepared to take an active part in the discussion.

Membership

The minimum size of any program advisory committee will be six persons, and the maximum size will vary with the needs of the specific program. The membership will include broad representation from organizations in the community and graduates of the program.

To ensure the advisory committee reflects the community the program serves, the department chairperson will appoint members on an annual basis. Full- or part-time faculty or staff may serve as members of the advisory committee. Care should be taken to ensure diversity and balance among college personnel, students, and representatives from business, industry, government, and education.

Appointment

The department chairperson and/or committee members recommend new members. The chairperson will extend an invitation for membership. All reappointments to the committee after terms expire will be confirmed by a letter from the chairperson. The dean will send a thank you letter at the end of each academic year for service on the committee.

Responsibilities of Program Advisory Committee Members

Each member is expected to:

- attend meetings regularly, participate in the committee discussions and serve on subcommittees when requested
- study carefully any problems that come before the advisory committee
- keep the college administration informed of new developments in business, industry and government, and
- provide feedback, suggestions, and guidance related to facilities, curriculum, instruction, and student progress.

Advisory Committee Officers

Advisory Committee Officers may be appointed/ elected at the discretion of the department chairperson.

If an advisory committee elects to install officers, in most situations, the officers consist of a chairperson, vice-chairperson and secretary. The chairperson and vice-chairperson should be elected by the program advisory committee members.

The chair assumes the role typical for such a position including:

- presiding at the meetings in a leadership role
- preparing the agenda in cooperation with the vice-chair, secretary and the department chair of the program being served
- serving as spokesperson for the committee, such as making reports to the college administration, requesting information from