



ADVISORY COMMITTEES/BOARDS

POLICY NUMBER

1.7070

Responsible Office: <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	Effective Date: 09/24/2019
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: 09/24/2019

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) maintains advisory committees or boards for its programs for the purposes of meeting external accreditation requirements and preparing students to enter the workforce upon completion or to transfer to a four-year college or university. Members of an advisory committee or board are selected to serve on the basis of their potential to guide and support a program, without discrimination on the basis of religion, race, color, nation of origin, sex, age, or disability.

II. POLICY RATIONALE AND SCOPE

BRCC establishes advisory committees/boards for its programs that require external accreditation for compliance with Board of Regents' Academic Affairs policy 2.13. For certain programs (e.g., Nursing Associate of Science), a state or external advisory committee may serve in this capacity. The College recognizes the value of an advisory committee/board for each of its academic, career/professional, and technical/occupational programs. Advisory committees/boards partner with faculty and staff to connect BRCC programs to the needs of the community and industry trends thus contributing to program currency and relevancy and achievement of BRCC's mission.

III. POLICY AUDIENCE

This policy applies to BRCC faculty and staff and members of advisory committees/boards as well as potential members recruited from the greater Baton Rouge area, the state, region, and nation.

IV. POLICY COMPLIANCE

Without advisory committees/boards, BRCC's students may not be adequately prepared for the workforce or for transfer to a four-year college or university, and BRCC could be found non-compliant by government agencies that require advisory committees/boards for career and



technical education programs. For compliance with federal regulations regarding civil rights, members of the advisory committee or board must be selected on the basis of the contribution each is to make to the program, without discrimination on the basis of religion, race, color, nation of origin, sex, age, or disability.

V. POLICY DEFINITIONS

Advisory committee or board: a group of members from the local, state, region or nation who possess specific knowledge, skills, and abilities related to career and technical education fields (or the needs of students intending to transfer to a four-year college or university) and are interested in providing guidance to faculty and staff for preparing BRCC graduates for the workforce (or transfer, as appropriate).

Career and technical education program: a certificate program, technical diploma, or associate degree that specialize in the skilled trades, applied sciences, modern technologies, and career preparation. These programs focus on workforce knowledge, skills, and abilities and thus prepare students to enter the workforce upon program completion.

VI. POLICY IMPLEMENTATION PROCEDURES

Advisory Committee/Board Formation and Composition

Advisory committees/boards may be formed in the planning stages for a new program of study, prior to the BRCC Courses and Curricula approval process, following that process, or following attainment of all approvals (including state-level and SACSCOC).

Advisory committee/board members are to represent small and large companies, management, labor, other educational institutions, and local government, as appropriate for a given program. BRCC faculty and administrators identify local business and industries recognized as leaders in the appropriate career and technical education field in terms of subject matter expertise, as well as their interest in hiring BRCC graduates. Faculty and staff seek the interest of these subject matter experts in volunteering to provide guidance for the program and for ensuring student learning and achievement.

The following considerations must be made in determining the composition of the advisory committee/board: demographic of the BRCC students enrolled in the program; representation of the industry/career field/discipline area in which program graduates are likely to find employment or transfer; representation of appropriate secondary education partners; representation of local Workforce Investment Act (WIA) partners; and for programs offered at rural instructional sites, representation of business, industry, government, and/or appropriate leaders from the surrounding community(ies). Each advisory committee/board must have at least three members external to BRCC. Members are selected on the basis of their contribution to the program and are chosen without discrimination on the basis of religion, race, color, nation of origin, sex, age, or disability.

Advisory Committee/Board Responsibilities

Advisory committees/boards must

- meet at least once annually;
- participate in the work of the committee; and
- record meeting dates, times, and minutes to document activities and recommendations.

VII. POLICY RELATED INFORMATION

Board of Regents' Academic Affairs policy 2.13

United States Department of Education, Office of Civil Rights, Methods of Administration Policy:

<https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/moa.html>

VIII. POLICY EXCEPTION

There are no exceptions to this policy.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The date on which BRCC's Chancellor approved this document, indicated by the date below and on the first page of this policy, represents the effective date. In accordance with BRCC's Policy on Policies, this policy is subject to the requirement for review within three years of the effective date.

X. POLICY URL

This policy may be found on the BRCC website, at www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Interim Chancellor

09/24/2019

Effective Date of Policy