

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>ADVISORY COMMITTEES</b>	Number <b>D-16.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-16.1</b> Date <b>5/24/10</b>

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**I. FUNCTION**

The primary function of an advisory committee is to advise educators on the world of work. Each committee has the responsibility to provide counsel to the faculty and the administration of Williamsburg Technical College concerning the establishment and maintenance of up-to-date educational programs. The committee also makes recommendations on educational and technical services needed by the community. Additionally, committee members agree to share in periodic program evaluation. The faculty handbook delineates the specific advisory committees and committee member responsibilities.

**II. MEMBERSHIP**

The number of members appointed to any one committee is flexible; however, there will normally be no less than four members per committee.

**III. TERMS OF APPOINTMENT**

Committee members will be appointed by October 1 of each year by the College President upon the recommendation of the Vice President for Academic and Student Affairs. Appointments will be for one-year terms beginning in October of each year. Members may be reappointed for up to three consecutive years. Members who have rotated off the committee for at least one year are eligible for reappointment.

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**IV. COMMITTEE ORGANIZATION**

**A. Chairperson**

The chairperson will conduct the meetings in accordance with Robert's Rules of Order. The chairperson, with the assistance of College personnel, will develop an agenda for each meeting.

**B. Department Head or Faculty Program Coordinator**

The department head or faculty program coordinator is an ex-officio member of the committee who facilitates the process by making recommendations on appointments, assisting the chairperson in setting meeting dates, assisting in preparation of an agenda, and assuring that minutes are recorded and turned in to the Academic Affairs Office.

**V. MEETING TIMES**

Each advisory committee will meet at least once during the academic year. Other meetings may be scheduled as needed. The first meeting may include a meal hosted by the College.