

***Program
Advisory Committee
Handbook
2009- 2010***

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Letter from the President



Dear Advisory Committee Member,

Let me take this opportunity to thank you for the significant contribution you make to Bluegrass Community and Technical College (BCTC) through your participation on a program advisory committee. The Southern Association for Colleges and Schools, Commission on Colleges, our regional accrediting association, requires that all technical programs have advisory committees to provide direction and consultation.

The knowledge and expertise you share with our program faculty support BCTC in developing and maintaining programs that meet the needs of the communities we serve. We appreciate your help in reviewing curriculum, sharing information about the changing needs in the workplace, and providing critical connections to employers. Your advice and direction ensure that our graduates can gain needed skills and get good jobs, adding value to employers and helping the region's economy.

The *Advisory Committee Handbook*, attached, contains basic information about your role as an advisory board member. It also gives information about the college and our role and mission as a part of the Kentucky Community and Technical College System.

Please contact me or any member of the faculty or staff if we can help you in any way. Again, thank you for your efforts to help the college and each program meet our goal to serve the citizens of the Commonwealth.

Sincerely,

Augusta Julian

Augusta A. Julian, Ed.D.
President/CEO

Bluegrass Community and Technical College is an equal opportunity employer

(859) 246-6200

Mission

With students at the heart of our mission, Bluegrass Community and Technical College (BCTC) provides excellence in teaching and learning. Through comprehensive and responsive programs and services, the college sustains a strong partnership with our communities to improve economic vitality and quality of life in the region. BCTC strives for a physical and intellectual environment that promotes access to life-long learning and a commitment to diversity.

The college meets the needs of a broad community of learners, both individuals and business and industry, by offering literacy skills, developmental education, workforce training, continuing education, liberal arts, and technical programs at multiple campus sites and through distance learning. BCTC works to foster professional competence, critical thinking, cultural and global awareness, civic responsibility, and a commitment to environmental sustainability within the college community. Graduates are awarded associate degrees, diplomas, and certificates in preparation for careers or for transfer to baccalaureate programs.

With the passage of the *Kentucky Postsecondary Education Improvement Act of 1997*, Central Kentucky Technical College (CKTC) became part of the Kentucky Community and Technical College System (KCTCS). *House Joint Resolution 214* joined Lexington Community College with KCTCS, resulting in consolidation with CKTC to form Bluegrass Community and Technical College in 2005. BCTC is a comprehensive public two-year, degree-granting community and technical college serving primarily the central Kentucky region.

Bluegrass Community and Technical College's goals focus on:

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service

Vision

Bluegrass Community and Technical College is the provider of educational opportunity and a leading force for social and economic vitality in the region.

Values

In pursuing our vision and enacting our mission, the Bluegrass Community and Technical College holds the following as the values underlying all activities:

- Open access and affordability
- Excellence in teaching, advising, and supporting students
- Lifelong learning
- A culture of trust, respect, and open communication
- Diversity of thought, culture, and experience
- Transferability and applicability of skills and coursework
- Efficiency and effectiveness
- Strategic planning
- A skilled workforce and economic vitality
- Flexibility in responding to community needs

Administrative Directory 2008-2009

Dr. Augusta Julian

President/ CEO
209 Oswald Building, Cooper Campus
Lexington, KY 40506-0235
(859) 246-6501

College Telephone Number – (859) 246-6200

Mr. Ren Bates, Vice President
Information Technology Services
118, Regency Campus
246-4605

Ms. Lisa Bell, Vice President
Finance and Operations
206 D Oswald Building, Cooper Campus
246-6280

Dr. David Hellmich, Vice President
Academics
131 Building M, Leestown Campus
246-2649

Mr. Mark Manuel, Vice President
Corporate and Community Development
N 121 Building C, Leestown Campus
246-6673

Mr. Francis A. Roberts, III, Vice President
Regional Campuses and Outreach
101, Regency Campus
246-6556

Dr. Palisa Williams Rushin, Vice President
Student Development and Enrollment
Management
206 A Oswald Building, Cooper Campus
246-6522

Ms. Charlene Walker, Vice President
Multiculturalism and Inclusion
206 B Oswald Building, Cooper Campus
246-6438

Dr. Sandra Carey, Dean
Academics
209 C Oswald Building, Cooper Campus
246-6203

Dr. Bonnie Nicholson, Dean
Academics 131 Building M, Leestown Campus
246-6604

Mr. Charles James, Director
Learning Resource Center
220 Oswald Building, Lexington Campus
246-6393

Dr. Ben Worth, Director
Distance Learning
AT 101 J, Cooper Campus
246-6353

Dr. Greg Feeney, Assistant Dean
History, Languages, and Social Sciences
230 Maloney Building, Cooper Campus
246-6329

Ms. Debbie Holt, Assistant Dean
Computer Sciences and Information Systems
201 C Academic/Technical, Cooper Campus
246-6286

Ms. Jenny Jones, Assistant Dean
Business
103, Regency Campus
246-6653

Dr. Pat Lefler, Assistant Dean
Behavioral Sciences
202 Academic/Technical, Cooper Campus
246-6255

Ms. Diana Martin, Interim Assistant Dean
Humanities
101 B AT, Cooper Campus
246-6344

Ms. Karen Mayo, Interim Assistant Dean
Nursing
303 D Oswald Building, Cooper Campus
246-6525

Mr. Mike McMillen, Assistant Dean
Trades and Technologies
106 B Building, Leestown Campus
246-6770

Mr. Chad Mueller, Assistant Dean
Natural Sciences
OB 303 H, Cooper Campus
246-6551

Ms. Vicki Partin, Assistant Dean
Mathematics and Statistics
118 Maloney, Cooper Campus
246-6414

Mr. Paul Turner, Assistant Dean
Manufacturing Industrial Technology
111 M Building, Leestown Campus
246-6717

Mr. Greg Zoll, Assistant Dean
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OB 330 H, Cooper Campus
246-6248

For the latest organizational charts of Academic Affairs and the College, please see
http://www.bluegrass.kctcs.edu/hr/bctc_organizational_charts/

Community Participation and Membership

Community participation on program advisory committees is an essential component to the continued success of the college's educational programs. Seeking the advice and cooperation of the community in working toward common goals will provide the best results in meeting the educational needs of the college's communities of interest. The objectives of the college's educational programs and needs of its students can best be met by the inclusion of individual members from the community who will assist in researching, planning, and promoting effective and viable career-oriented technical programs.

An advisory committee should consist of approximately eight to ten community members and all full-time faculty members in the program. The committee should be small enough for each member to speak freely and have the opportunity to make contributions, yet large enough for adequate representation of the college constituency in its service area.

Community members are appointed by the President based upon recommendations from the program coordinator. Membership is generally for two years with reappointment possible by mutual agreement. In making appointments, the President will seek a balanced representation on the committee of citizens from secondary and postsecondary education, business and industry, government agencies, and others where appropriate. There should be a student member on each committee as well as a graduate of the program. Membership also should take into consideration the equal opportunity posture of the Kentucky Community and Technical College System and consideration of the specific geographic service area of the college.

Advisory Committee Role and Functions

The program advisory committee is an advice-giving body assisting the program in meeting the needs of the community in a manner consistent with the college mission. In this context, the committee serves in an advisory capacity to the faculty and administration to ensure the program meets the needs of the community by providing graduates who have the necessary skills and knowledge for success in the workplace.

A. Operational Definition

Generally, the program advisory committee consists of a representative group of citizens selected for their knowledge, expertise, and ability to advise the college on the future direction of academic programming.

B. Committee Limitations

No program advisory committee shall serve in an administrative or policy-making capacity. The administrative and policy-making powers of the college rest with the President and faculty. However, the advice given to the college by the committee can be used to initiate changes in program policies and procedures.

C. Committee Leadership

The leadership of the program advisory committee ordinarily will be exercised by the college program faculty. The members of the committee may organize themselves into a structure that suits their particular needs. Generally, this structure consists of a chair, vice chair, and recorder. The program coordinator should serve one of these major roles. The chair will call meetings to consider issues related to continued program improvement including assessment of educational outcomes. After all possible facts and insights have been gathered from the committee, the fundamental responsibility of leadership in the development of new programs and revision of existing programs rests with the President, Vice President and Deans of Academic Affairs, Program and Division Faculty, Curriculum Development Committee, and Kentucky Community and Technical College Senate.

D. Functional Guidelines

The functions of the program advisory committee will vary in scope resulting from the special qualities, needs and objectives of the program that is advised. However, there are areas in which advisory groups have been found to be most useful. The areas delineated below are guidelines to enhance clarity of advisory committee function. Generally, the advisory committee will:

1. systematically assess and identify business and industry needs,
2. provide community-wide interpretation of program needs,
3. provide advice regarding curricular changes,
4. advise on continuing education/community service needs,
5. assist the college by providing information regarding the program,
6. identify potential students,
7. assist in placing cooperative education students and graduates,
8. contact official agencies, voluntary organizations, social and civic organizations, other groups and organizations in order to establish supportive relations and resource development,
9. promote the college program, philosophy and concepts throughout the community, and
10. assist in assessment of educational outcomes and continued program improvement.

E. Committee Meetings

Program advisory committees normally have their initial meeting during the fall semester of the academic year. The fall meeting provides the opportunity to establish priorities for the academic year. The number of meetings held each year will vary with the type of committee. However, the committees shall have at least two formal meetings each year. The advisory committee may meet more often if necessary. The chair should receive consensus from the members on frequency and the schedule of meetings to be held during the academic year.

Guidelines for the Initial Committee Meeting

In planning the initial meeting, it is important for the chair to give careful attention to the following points:

1. All members should receive notification of the first meeting including the time and place of the meeting, length of the meeting, and information about parking.
2. Arrangements for a suitable meeting place should be made.
3. All members of the committee are welcomed and introduced.
4. A chair, vice chair, and recorder should be elected
5. The members should be oriented to the functions and objectives of the advisory committee by reviewing the *Program Advisory Committee Handbook*.
6. Meeting dates should be determined for the remainder of the academic year.
7. Goals and activities for the academic year should be determined.

F. Minutes of Meetings

It is the responsibility of the chair to make certain the recorder keeps a written record of all committee action. The recorder of the program advisory committee should keep written minutes of meetings that document all suggestions of the members along with actions taken. Minutes should be prepared and distributed in a timely manner to each member of the advisory committee. Additionally, one copy of meeting minutes will be sent to the President and Vice President and Deans of Academic Affairs.



Bluegrass Community and Technical College / an Equal Opportunity Institution

Revised August 2009