

***Program  
Advisory Committee  
Handbook***



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## Letter from the President



Dear Advisory Committee Member,

Let me take this opportunity to thank you for the many contributions you make to Bluegrass Community and Technical College through your participation on program advisory committees. Your willingness to contribute your time and energy are greatly appreciated. The Southern Association for Colleges and Schools, our accrediting body, requires that all technical programs have advisory committees to provide direction and consultation.

The knowledge and expertise you share with our programs help us develop and maintain programs that are current and meet the needs of the communities we serve. Your help in reviewing curriculum, sharing information about the ever-changing needs in the workplace, and maintaining a continuous dialogue with the program faculty is invaluable. It helps ensure that our graduates can become employed and provide the skills needed by their employers.

The *Advisory Committee Handbook*, containing basic information about your role as an advisory board member, is attached. The *Handbook* also contains basic information about the College to help you better understand our mission in the Commonwealth.

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 this College and each program meet our goal to serve the citizens of the Commonwealth.

Sincerely,

*Larry Durrence*

Larry Durrence, Ph.D.  
President

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*Bluegrass Community and Technical College is an equal opportunity employer*

(859) 246-6200

## Administrative Directory, 2007-2008

### **Dr. Larry Durrence**

President/ CEO

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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

#### **Mr. Randy Gonzalez**, Vice President

Finance and Administration

206 D Oswald Building, Cooper Campus

246-6280

#### **Dr. David Hellmich**, Vice President

Learning Support and Academic Affairs

131 Building M, Leestown Campus

246-2649

#### **Mr. Mark Manuel**, Vice President

Corporate and Community Development

N 121 Building C, Leestown Campus

246-6673

#### **Dr. Palisa Williams Rushin**, Vice President

Student Development and Enrollment Services

206 A Oswald Building, Cooper Campus

246-6522

#### **Ms. Charlene Walker**, Vice President

Multicultural Affairs

206 B Oswald Building, Cooper Campus

246-6438

#### **Dr. Sandra Carey**, Dean

Academic Affairs

209 C Oswald Building, Cooper Campus

246-6203

#### **Dr. Bonnie Nicholson**, Dean

Academic Affairs

131 Building M, Leestown Campus

246-6604

#### **Mr. Francis A. Roberts, III**, Dean

Extended Campuses

Office 101, South Campus

246-6556

#### **Mr. Bill Davis**, Director

Online Program Development

134 A Building, Leestown Campus

246-6680

#### **Mr. Charles James**, Director

Learning Resource Center

220 Oswald Building, Lexington Campus

246-6393

#### **Dr. Sandra Mullins**, Director

Technology and Distance Education Support

134 Building A, Leestown Campus

246-6602

#### **Ms. Teresa Tope**, Director

Academic Affairs and Fine Arts Support

113 C Building, Leestown Campus

246-6602

#### **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

#### **Dr. Pat Lefler**, Assistant Dean

Behavioral Sciences

202 Academic/Technical, Cooper Campus

246-6255

**Dr. Carolyn Lewis**, Assistant Dean  
Nursing  
303 Oswald Building, Cooper Campus  
246-6488

**Ms. Tammy Liles**, Assistant Dean  
Natural Sciences  
303 H Oswald Building, Cooper Campus  
246-6449

**Ms. Lynn Madison**, Assistant Dean  
Business  
104 Building A, Leestown Campus  
246-6647

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

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

**Mr. Paul Turner**, Assistant Dean  
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**Mr. Greg Zoll**, Assistant Dean  
Allied Health  
330 E Oswald Building, Cooper Campus  
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For the latest organizational charts of Academic Affairs and the College, please see  
<http://www.bluegrass.kctcs.edu/fa/organization/>

## **Mission**

With students at the heart of our mission, the Bluegrass Community and Technical College provides open access to excellence in teaching and learning. Through comprehensive and responsive programs and services, we sustain a strong partnership with the community to improve economic vitality and quality of life in the region.

In pursuit of our mission, the Bluegrass Community and Technical College provides the following:

- Certificate, diploma, associate degree, and transfer programs
- Developmental education programs
- Adult education programs
- Workforce and business and industry customized training programs
- Continuing education and community outreach
- State-of-the-art technology
- Student and customer-centered support

Bluegrass Community and Technical College was formed in 2005 following the consolidation of Central Kentucky Technical College and Lexington Community College. Bluegrass Community and Technical College is a member of the Kentucky Community and Technical College System and is a public two-year degree granting institution serving the Bluegrass region of Kentucky.

## **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

## **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*

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