

Policy No. 1-6

Subject: Local Advisory Committees

Last Revised: 08/22/2025

Historical Status: 03/24/2024, 10/26/2023, 05/08/2023, 02/22/2021, 02/02/2017

Division	Policy Manager	Administrative Supervisor	Reference
General Administration	Academic Deans	Vice President of Instruction and Student Services	VCCS Policy Section 2B/2.5

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to engage with stakeholders in the community through Local Advisory Committees which assist in the development and review of all occupational/technical curricula, courses, and programs as well as other curricular and non-curricular College programs.

II. PERTINENT INFORMATION

- A. As the community's College, VHCC engages advisory committees to guide the College's response to curricular and non-curricular needs of the region.
- B. Local Advisory Committees must be utilized to assist in the development of all occupational/technical curricula and courses.
- C. The work of an advisory committee is defined by its educational, occupational/technical interest and specialty, and its recommendations do not supersede the specific responsibilities or roles of a VHCC employee.
- D. Individuals serving on advisory committees have a responsibility to professionally, respectfully, and meaningfully contribute to the educational mission of VHCC.

III. DEFINITIONS

- A. Advisory Committees: a committee made up of local citizens who advise VHCC on particular topics including curriculum.
- B. President's Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.
- C. Program Chair: an appointed faculty member who manages, develops, prepares and conducts activities that directly support instruction, the objective of a program, and the instructional goals of the College.
- D. Proxy: a committee attendee who will represent an absent member and will have authority to vote on the member's behalf.
- E. VHCC Board: a standing board of appointed members in accordance with VCCS Policy 2.9.D.

IV. GENERAL GUIDELINES

- A. Curricular Advisory Committees act in an advisory capacity to the President of the community college within the area of its expertise. The committees may:

1. Assist the community college in the establishment of programs and curricula;
 2. Assist with the recruitment of students;
 3. Promote understanding and support of the community college and its programs;
 4. Assist the community college in the conduct of regional studies or surveys; and
 5. Participate in the evaluation of community college programs as they relate to the educational and occupational needs of the region.
- B. Non-Curricular Advisory Committees act in an advisory capacity to the President of the community college within the area of its expertise. The committees may:
1. Advise the community college in the establishment of student activities, engagement, and diversity;
 2. Assist with the recruitment of students;
 3. Promote understanding and support of the community college and its programs; and
 4. Assist the community college in the conduct of regional studies or surveys.
- C. Members of advisory committees shall be recommended by the community college President to the College Board for approval.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VCCS Policy 2.5, B, Local Lay Advisory Committees
- B. VCCS Policy 2.9.D., Community College Board

VII. OPERATING REQUIREMENTS

- A. Establishing a committee
1. Each occupational/technical program at VHCC shall have a local advisory committee.
 2. When appropriate, a local advisory committee should be appointed for the development of a proposed program.
 3. Members of advisory committees are recommended by the President to the VHCC Board for approval and appointment.
- B. Committee composition
1. Each local advisory committee should represent the diversity of community stakeholders in the occupational/technical discipline.
 2. In the event that the committee member is unable to attend, they may send a proxy. The member shall email the program chair in advance of the scheduled meeting, indicating who will be attending and voting in their absence.
 3. Eligibility
 - a. Current employees
 - i. Current VHCC employees, including adjunct faculty who have taught at VHCC in the preceding 12 months, are not eligible for appointment to VHCC advisory committees unless written approval is obtained by the Vice President of Instruction and Student Services.

- ii. The advisory committee terms of VHCC employees who were appointed to advisory committees prior to October 25, 2023 may serve the balance of their term, but may not be appointed or re-appointed to VHCC advisory committees while employed by VHCC.
 - b. VHCC Board members
 - i. VHCC Board members are not eligible for appointment to VHCC advisory committees.
 - ii. The advisory committee terms of VHCC Board members who were previously appointed to advisory committees, will terminate upon appointment to the VHCC Board.
 - c. Non-members
 - i. Non-members may attend advisory committee meetings, but without the ability to vote. Non-members would include current students or other local employers with a vested interest in VHCC programs. The Program Chair may use appropriate discretion regarding non-member attendance and have the authority to remove them from a meeting if causing disruption.
- 4. Each committee shall
 - a. Be chaired by the faculty program chair;
 - b. Conduct meetings as needed, but not less than one per year;
 - c. Have a minimum membership of at least six (6) members, not to include the Program Chair;
 - d. Establish a quorum of at least fifty percent of its membership in order to conduct and vote on business items;
 - e. Meet as needed or at least once annually; and
 - f. Keep minutes for each meeting and submit them to the Office of the Vice President of Instruction and Student Services within two (2) weeks of the meeting date.
- 5. The President's Cabinet shall
 - a. Review the composition and function of each advisory committee.
 - b. Consider and make recommendations on committee membership to the VHCC Board.
- C. Timeline for membership approval and appointment
 - 1. Each spring semester, in response to a request from the Vice President of Instruction and Student Services, candidates for advisory committees are nominated by the Program Chair.
 - 2. After approval by the Vice President of Instruction and Student Services, candidates are submitted to the Office of the President for review and submission to the Local Board.
 - 3. Each spring semester, the Program Chair reviews the committee membership and notifies the Vice President of Instruction and Student Services regarding any inactivation of members or changes with contact information of current members.
- D. The list of advisory committee membership shall be maintained by the Vice President of Instruction and Student Services' Office.