



Augusta Technical College Guide for Advisory Committees

Mission

The mission of Augusta Technical College is to promote the educational, economic, and community development of the Central Savannah Area.

Goals

To provide competency based associate degree, diploma, and technical certificate of credit programs to prepare students for employment

To provide adult basic education services and developmental courses to prepare students for access to postsecondary education

To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars

To contribute to the development of business and industry and the community through customized education, job training, and retraining

To provide a seamless education system by collaborating with area secondary and postsecondary institutions

To provide support services and activities to enable students to develop and achieve educational, personal, and career goals

To provide opportunities that allow employees to remain current in their respective positions

To provide a planning and management system for the allocation of resources to enhance programs, facilities, technology, and equipment

To provide a positive image through marketing and public relations activities

To provide an institutional development program to enhance the college mission

To provide research and assessment to enhance planning and decision making

INTRODUCTION

This handbook is designed to be a guide for Augusta Technical College Advisory Committee Members. Over the years, the time and effort of the program advisory committee members have helped develop and maintain excellent instructional programs. Hopefully, the information provided in this handbook will assist new advisory committee members in future efforts to improve instruction.

PURPOSE

The purpose of program advisory committees is to assist in the evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and business and industry support of the program.

FUNCTION

A program advisory committee is established to provide expert support for each Augusta Technical College program. The committee promotes interaction between the program faculty and businesses and industries served by the program and the faculty use the expertise of the advisory committee to improve program content.

The program advisory committee reviews and recommends requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.

The program advisory committee submits its recommendations regarding programmatic changes to the appropriate state-level technical committee for review on an annual basis. Program faculty maintain documented evidence that the program advisory committee recommendations are reviewed and specific actions are taken.

Revised, February 2009tl

MEMBER RESPONSIBILITIES

Program advisory committee members assist with the development of strategic and operational plans. Committee members offer recommendations regarding existing program offerings including curriculum content, physical facilities, selection of equipment and help faculty determine current and future employment needs. Committee members are also encouraged to provide recommendations for new program offerings, student services, or suggested improvements in specific program or for the entire campus. Program advisory committee members are also asked to support Augusta Technical College through public relations.

MEMBERSHIP

The membership of each program advisory committee is representative of the community and employment market served by the program. As Augusta Technical College serves five counties, representation of all five counties are sought for each advisory committee. Augusta Technical College has a main campus in Augusta, a satellite campus in McDuffie County and another satellite campus in Burke County. One advisory committee serves each Augusta Technical College program, even if the program is offered in more than one site.

The faculty of each program, with cooperation from the administrators of the Augusta Technical College, selects the advisory committee members. The program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program. The committee members must include a cross-section of representatives from related business and industries who have varying occupational positions. Also, the membership may include education representatives from high school programs and four-year college programs.

The advisory committee is comprised of a minimum of five members, including at least three potential employers from the program area. The program advisory committee includes the program faculty and the instructional dean as ex-officio members.

The term of membership is usually a minimum of three years and staggered so that no more than one-third of the membership is replaced in one year. Outgoing program advisory committee members should be recognized for their dedication and efforts to improve the quality of the program.

MEETINGS

The program advisory committee has regularly scheduled formal advisory committee meetings, which focus on planning, developing, implementing, and evaluating the program. The advisory committee meets a minimum of two times annually, usually during fall and spring quarters. The meeting follows an agenda that is distributed to the advisory committee members at least one week prior to each meeting (See Appendix A for an example of a reminder letter and an agenda.)

The program advisory committee elects officers, including a chairperson and a secretary. The chairperson must not be an ex-officio member; however, the secretary may be a faculty member. The chairperson of each program advisory committee assists program faculty in developing the agenda for each meeting. The advisory committee has a planned program of work, which is approved annually. A program of work is a listing of goals for the advisory committee to work toward during the year. Each goal should also include strategies for reaching the goal (See Appendix B for an example of a program of work.)

Minutes are important legal documents recorded for each advisory committee meeting (See Appendix C for an example of minutes.) The minutes reflect the members and ex-officio members present and absent, the date, time, and place of the meeting, and progress toward the program of work. The primary function of minutes is to record the decisions made, and all official decisions must be included. If a formal motion is made, seconded, passed, or not, then this is recorded. The vote tally may also be included. If the members of the committee or group agree that the written minutes reflect what happened at the meeting, then they are approved, and the fact of their approval is recorded in the minutes of the current meeting. Minutes are due to the Vice President of Academic Affairs, advisory committee members and instructional dean by April 1 for Spring Minutes and October 1 for Fall Minutes. All records of the agenda, minutes, program of work, and rosters are kept on file permanently in each dean's division. (See Appendix D for an example of a roster.)

CONDUCTING MEETINGS

The following formats should be considered when planning and conducting meetings:

1. Welcome and remarks by Augusta Technical College personnel
2. Introduction of each advisory committee member
3. Short biographical sketch of each new advisory committee member
4. Statement of the role of the advisory committee
5. Distribution of the Advisory Committee Handbook, advisory committee roster, and Augusta Technical College Catalog to each new member
6. Review and discussion of the Program of Work
7. Review and discussion of other agenda items
8. Tour of program classrooms, labs, and/or other parts of the campus
9. Selection of date and time for next meeting
10. Adjournment

Appendix A



A Unit of the Technical College System of Georgia

3200 Augusta Tech Drive
Augusta, Georgia 30906
(706) 771-4000 telephone
(706) 771-4016 facsimile
www.augustatech.edu web site

August 20, 2009

Mr. Mike Wren
Comptroller Division
Medical College of Georgia
1120 15th Street
Augusta, GA 30912-8000

Dear Mr. Wren:

The fall meeting of the Augusta Technical College Accounting Advisory Committee is planned for **Friday, September 7, 2009**, at 12:00 noon at the Cafe' on the Gree Restaurant, located at National Hills Shopping Center, Washington Road, behind Windsor Jewelers. We will meet at 12:00 noon for lunch and then have a short meeting.

Our bylaws state that for an advisory committee meeting to count we must have a 50% quorum attending not including the instructors; therefore, it is very important that you attend. If you are unable to attend, please send a representative from your company. Also, please email me your confirmation of attendance and to kbradley@augusta.tec.ga.us.

We are also including a copy of the ACC 103 and ACC 104 course competencies. Their content and current appropriateness will be discussed at this meeting. Please read over and bring your comments with you for this discussion. This was continued from the last meeting.

Also attached is an agenda for the fall meeting. If you need to add anything to the agenda, please call me at 771-4063 or Brenda Catchings at 771-4064 or use e-mail

Again, if you are unable to attend this meeting, please email me and/or send another representative from your company. We look forward to seeing you on September 7, 2009, at 12:00 noon.

Sincerely,

Kurt Bradley
Advisory Committee Secretary

Attachments

AGENDA
Accounting Advisory Committee Meeting
Friday, September 7, 2009

- | | | |
|------|----------------------------------|-----------------|
| I. | Welcome and Introductions | Bryan Adams |
| II. | Approval of Last Meeting Minutes | Bryan Adams |
| III. | Curriculum Review and Update | Kurt Bradley |
| IV. | IMA and VITA News | Kurt Bradley |
| V. | Thomson Campus Update | Ronny Marchman |
| IV. | Burke County Campus Update | Charlotte Houke |

Appendix B

Augusta Technical College
Accounting Advisory Committee
Program of Work
2009 - 2010

In order to ensure the standards of the Augusta Technical College Accounting Program, the advisory committee will:

- I. Evaluate the accounting program effectiveness by reviewing the program enrollment, graduate, placement and employment data
- II. Review course offerings, make suggested revisions, and evaluate curriculum changes in relation to state standards
- III. Update members of IMA and VITA activities
- IV. Tour the accounting classrooms and other campus facilities and make recommendations for supplies, equipment, facilities, and facility needs
- V. Discuss other accounting program activities and other student activities

Appendix C

Augusta Technical College
Accounting Department
Advisory Committee Minutes
Friday, September 7, 2009

The Fall Quarter meeting of the Augusta Technical College Accounting Advisory Committee was held from 10:20 to 3:00 p.m. at Cafe' on the Green Restaurant, Augusta, Georgia.

A. *Welcome and Introductions*

Members Present: Bryan Adams, Linda LaMarr, Kurt Bradley, Charlotte Houke, Mike Tyler, Merle Usry, Alvin Lewis, Margie Ballard and Mike Wren.

Members Absent: J.T. Cosnahan, Felix Robinson, Billy Hopper, Brenda Catchings, and Ronny Marchman.

B. *Approval of Minutes*

There were no changes or corrections to the circulated minutes of the previous Accounting Advisory Committee meeting and they stand approved.

C. *Update of Consortium and Curriculum (2009-2010 Program of Work - Item II)*

Mr. Bradley provided an update to the committee's review process to explain that each course in Accounting, over the next several meetings, would be closely analyzed using the course description and course competence areas. The course that was discussed was the Accounting 103, Principles of Accounting III and Accounting 104, Computerize Accounting. The committee after a lengthy discussion of several areas of competency recommended to the instructors that they would review the accounting standards for each course and fax the information back to us. The ACC 150, Cost Accounting, standards were presented to the committee for review. The committee voted in favor of accepting the new competencies that were presented.

D. *IMA and VITA News (2009 - 2010 Program of Work - Item III)*

Mr. Bradley provided an update of IMA and VITA. The VITA program will provide free tax service in February 2010. Several accounting students will be involved in this service. IMA Student Chapter has been attending the luncheon meeting of the IMA every month. We have 20 student members in the Augusta Tech Chapter. The local IMA Chapter will provide funds to help the student chapter recruit new student members.

**E. Discussion of Other Accounting Program Activities
(2009 - 2010 Program of Work - Item V)**

Charlotte Houke stated that Burke County Campus has a summer enrollment of 20 accounting students, with 2 students scheduled to graduate in the fall 2010.

Mr. Bradley stated that the Georgia Department of Technical and Adult Education has developed curriculum standards with the direct involvement of business and industry.

These standards serve as the industry-validated specifications for each program of study and allow Augusta Tech to offer its business partners this guarantee: "If one of our graduates, who was educated under a standard program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Augusta Tech will retain that employee at no instructional cost to employee or employer."

This guarantee applies to any graduates who are employed in their field of training. It is in effect for a period of two years after graduation.

Mr. Bradley stated that Augusta Tech has a Work Ethic Program that grades students on their work ethics. The purpose is to provide business/industry with trained workers who possess strong occupational skills and strong work ethics.

**F. Discussion of Other Student Activities
(2009-2010 Program of Work - Item VI)**

Mr. Bradley stated that Augusta Tech offers tutoring for accounting students through the library and through the use of student tutors. Mr. Bradley also discussed the internship program has been very successful.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Kurt Bradley, Secretary
Accounting Advisory Committee Member/Instructor

Appendix D

ROSTER
ACCOUNTING ADVISORY COMMITTEE MEMBERS
2009 - 2010

Mr. Bryan Adams
Retired, Business Manager
Medical College of Georgia
2219 Silverdale Drive
Augusta, Georgia 30906
706-796-6499

Ms. Margie Ballard
Tax Manager
Serotta, Maddocks, Evans & Co.
701 Greene Street
Augusta, Georgia 30901
706-722-5337

Ms. Brenda Carroll
Baird & Company
P.O. Box 2206
Augusta, Georgia 30903-2206
706-722-3595
706-722-0122 fax

Mr. C.W. Hooper, Jr.
County Administrator
Burke County
P.O. Box 89
Waynesboro, Georgia 30830
706-554-2324

Ms. Carla Lester
Proctor & Gamble Mfg. Co.
3474 Mike Padgett Highway
Augusta, Georgia 30906
706 796-4621

Ms. Linda LaMarr
Internal Auditor
Richmond County Board of Education
2083 Heckle Street
Augusta, Georgia 30904-4295
706-737-7200 ext, 116

Mr. Alvin Lewis
Lewis Accounting Service
3128 Deans Bridge Road
Augusta, Georgia 30906
706-792-0600

Mr. Felix Robinson
Assistant Controller
Kwikset Corporaion
770 Mills Road
Waynesboro, Georgia 30830
706-437-7002

Ms. Merle Usry
Controller
Augusta Sportswear, Inc.
P.O. Box 14939
Augusta, Georgia 30919
706-860-4633, ext, 262

Mr. Mike Wren
289 Wakefield Lane, South
Martinez, Georgia 30907
706-863-2360

Mr. Mike Tyler
Controller
Two State Construction
2292 Washington Road
Thomson, Georgia 30824
706-595-2863

Statement of Equal Opportunity

Augusta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law.) This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic, and other college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Augusta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed

Augusta Technical College shall maintain a grievance procedure for addressing discrimination concerns. These procedures shall, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act.

All job announcements published by Augusta Technical College shall reflect at a minimum that it is an equal opportunity employer or “EOE.”

Inquiries concerning the administration of this nondiscrimination policy should be addressed to the following persons who have been designated to handle inquiries regarding Augusta Technical College’s nondiscrimination and disability policies:

Mr. Randy Davis
Title IX Coordinator
Augusta Technical College
3200 Augusta Tech Drive
Augusta, Georgia 30906
706-771-4081

Ms. Karissa Wright
Disabilities Service Coordinator
Augusta Technical College
3200 Augusta Tech Drive
Augusta, Georgia 30906
706-771-4067 V/TTY

This policy on nondiscrimination is consistent with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Acts of 1973, Section 503 or the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act on 1974, the Immigration Reform and Control Act of 1986, and O.C.G.A. 45-19-21 and other related state statutes (Reference State Board Policy I.B.).