



# **ACADEMIC PROGRAM ADVISORY COMMITTEE HANDBOOK**

**Martin Community College**  
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## **Welcome**

Thank you for your commitment to supporting and shaping the future of Martin Community College's academic programs. As an advisory committee member, you are playing a key role in ensuring that our programs remain relevant, innovative, and aligned with the needs of our students, the community, and the workforce. Your expertise, insights, and feedback are vital to helping us strengthen our curriculum, improve student outcomes, and enhance the quality of education we provide. Together, we are committed to building pathways for student success and fostering educational opportunities that make a lasting difference. We look forward to working with you and appreciate the time, effort, and passion you bring to this important role. Thank you again for your dedication and partnership.

## **Martin Community College Mission**

Martin Community College seeks to build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs.

## **Martin Community College Vision**

MCC will lead the economic and cultural development of our region by providing a high quality, personalized educational experience focused on student success.

## **Purpose**

The Academic Program Advisory Committee provides guidance and perspective to ensure academic programs remain relevant, high-quality, and aligned with workforce, transfer, and community needs. The committee supports continuous improvement by offering insight into industry trends, educational best practices, and student success initiatives. Through collaboration with faculty, administrators, employers, and other stakeholders, the committee helps strengthen curriculum, enhance student opportunities, and foster meaningful connections between education and career pathways.

## **Responsibilities**

### Curriculum and Program Development

- Review and provide input on curriculum to ensure alignment with industry standards and academic best practices.
- Recommend new courses, certifications, or skills training based on emerging trends.
- Ensure programs meet accreditation, licensure, or transfer requirements where applicable.

### Industry and Workforce Alignment

- Identify workforce trends and skills needed for graduates to be competitive in the job market.
- Advise on internship, apprenticeship, or work-based learning opportunities.
- Facilitate partnerships between the college and employers for job placements and career pathways.

### Student Success and Career Readiness

- Provide feedback on career readiness, including soft skills, technical skills, and professional competencies.
- Support student mentorship, networking, and professional development opportunities.

### Program Evaluation and Continuous Improvement

- Review program outcomes, enrollment trends, and graduate success data to identify areas for improvement.
- Suggest improvements based on employer feedback, student experiences, and institutional goals.
- Assist in program marketing and outreach efforts to increase awareness and enrollment.

### Community and Institutional Collaboration

- Strengthen connections between the college and local businesses, organizations, and transfer institutions.
- Advocate for the program within the community and industry.

- Assist in securing resources, grants, or equipment to support program development.

### **Committee Chairperson**

Each advisory committee will be chaired by the appropriate division chair, program director or full-time faculty member. The chair serves as a liaison between the committee, academic administration, and the President.

Responsibilities include:

- Maintaining a list of current members with contact information.
- Planning, organizing, and presiding over committee meetings. This includes ensuring space is reserved according to MCC procedures.
- Working with the committee and relevant stakeholders to develop the agenda for meetings, ensuring that key topics are addressed and that members are prepared for discussions.
- Facilitating open and productive discussions, encouraging participation from all members. They ensure that everyone has the opportunity to contribute, guiding the conversation toward actionable outcomes.
- Tracking the progress of the committee's work and ensuring that the group is working toward the program's objectives. They may help set timelines and hold members accountable for their responsibilities.
- Serving as the main point of contact between the committee and outside stakeholders, such as school administrators, faculty, or community partners. They help ensure that the committee's recommendations and decisions are communicated effectively.
- Keeping members engaged and motivated by maintaining a collaborative and respectful environment.
- Onboarding new members and ensuring that all members understand their roles and responsibilities.
- Seeking feedback from all committee members through disbursement of the Martin Community Advisory Committee and Community Stakeholder Survey.
- Compiling minutes and sharing them with relevant stakeholders or governing bodies. All committee minutes should be forwarded to the Office of Institutional Effectiveness and Research for saving in institutional records.

## Membership

Committee membership must include but is not limited to:

- Faculty Members – Instructors from the academic program who ensure the curriculum aligns with learning outcomes and academic standards.
- College Administrators –department chairs and the VP of Academic Affairs, who provide institutional oversight and ensure recommendations align with the MCC’s mission and policies.
- Industry Representatives – Employers, business owners, or professionals from relevant fields who can provide input on job market trends, skills needed for employment, and industry certifications.
- Community Partners – Representatives from local organizations, government agencies, or nonprofits who may have an interest in workforce development and community impact.
- Local School Partners (if applicable) – Faculty and staff from local school partners can strengthen school-college partnerships, assist in developing dual enrollment programs or local articulation agreements, offering perspectives on how well current high school career pathways align with college-level programs, and help improve strategies for recruiting high school students into community college programs
- Transfer Institution Representatives (if applicable) – Faculty or advisors from four-year universities who can help align coursework with transfer requirements.
- Current Students or Recent Graduates – Students who can share their experiences with the program and provide feedback on coursework, internships, and career preparation.

The committee must consist of at least five members and, when possible, include members from both Martin and Bertie Counties. The program advisory committee members may be identified by college personnel, the MCC Board of Trustees, and/or present advisory committee members. Names of prospective members should be shared with the committee chair, who will contact the prospective committee members to inquire of his/her/their willingness to serve and to obtain the following information:

- Business address and telephone number
- Business E-mail address
- Position in occupational area

Program advisory committee members serve a three-year term. A member may be asked to serve more than one term. The committee chair will remind each committee member when his/her term is about to expire. Committee appointments run with the academic year, August 1<sup>st</sup> through July 31<sup>st</sup>. Members who are unable to fulfill their term of appointment should notify the committee of their resignation from the program advisory committee. Members who fail to attend two consecutive meetings without notice may be dropped from the membership roster, based upon the recommendation of the committee program chair.

## **Meetings**

Program advisory committees will meet a minimum of one time each academic year. Advisory meetings can be scheduled jointly within the respective divisions and coordinated with the division chair; this is most useful when multiple programs operate within the footprint of a major employer or industry sector, and each program is asking those partners to take a seat on their individual boards.

Meetings are best held in person, at the College, so that committee members can become familiar with the facilities used by the program. In the event that some board members are unavailable for on-site meetings, establish an online meeting space to allow those members to join the meeting virtually; this is best accomplished with MCC supported resources such as Microsoft Teams.

## **Meeting Agenda**

A meeting agenda is required and will be distributed to all members prior to the meeting. A template is provided at the end of this document. The agenda should contain at a minimum the following:

- Call to order
- Attendance and introductions
- Approval of previous meeting minutes
- Old Business
- New Business

## **Meeting Minutes**

Meeting minutes are required. A template is provided at the end of this document. Meeting minutes should contain at a minimum the following:

- Date, time, and place at which the meeting was called to order.
- Meeting members to include:
  - Chairperson's name
  - List of all attendees (including roles, such as faculty, industry representatives, students, etc.)
  - List of absences (if applicable)
  - Presence of a quorum (50% of active committee membership/filled positions)
- Approval of previous meeting minutes including notes of any necessary corrections
- Old Business:
  - Summaries of reports given, who made the report, and action taken (if any)
- New Business to include:
  - Curriculum updates or changes
  - Industry trends and workforce needs discussion
  - Student success initiatives (internships, certifications, job placements)
  - Accreditation or program review updates
  - Faculty or administrative announcements
  - Any new recommendations or proposed changes

- Summary of all actions items
  - A record of the exact wording of the any motions made, along with the name of the person making the motion and the outcome (e.g., “approved” or “rejected”). The name of the person who seconded the motion and discussion regarding the motion are not recorded.
  - Assigned tasks with responsible parties and deadlines.
- Next Meeting Date (if set)
- Time of adjournment

## **Martin Community College Academic Program Advisory Committee Meeting Agenda**

[Program Name]

Date: [MM/DD/YYYY]

Time: [Start Time] – [End Time]

Location: [Meeting Location or Virtual Platform]

1. Call to Order
2. Attendance & Introductions
  - Roll call of attendees
  - Recognition of absent members
3. Approval of Previous Meeting Minutes
  - Review and approval of minutes from [Date of Last Meeting]
4. Old Business
  - Updates on action items from the previous meeting
  - Follow-up on ongoing initiatives
5. New Business (These are just suggestions)
  - Curriculum Updates: [Discussion on changes, new courses, or program modifications]
  - Industry Trends & Workforce Needs: [Insights from industry representatives]
  - Student Success & Career Readiness: [Internships, job placements, certifications, etc.]
  - Accreditation/Program Review Updates: [If applicable]
  - Other Announcements & Discussion Items
6. Action Items & Next Steps
  - Summary of tasks and assigned responsibilities
7. Next Meeting Date & Adjournment
  - Schedule and confirm next meeting date
  - Adjournment of meeting

## **Martin Community College Academic Program Advisory Committee Meeting Minutes**

[Program Name]

Date: [MM/DD/YYYY]

Time: [Start Time] – [End Time]

Location: [Meeting Location or Virtual Platform]

### 1. Call to Order

- Meeting called to order at [Time] by [Chairperson's Name].
- Welcome and introductions.

### 2. Attendance

- Present:  
[List of attendees, including titles/affiliations]
- Absent:  
[List of absent members]

### 3. Approval of Previous Meeting Minutes

- Review of minutes from [Date of Last Meeting].
- Motion to approve by [Name], seconded by [Name].
- Approved/Amended as follows: [List any changes, if applicable].

### 4. Old Business (Follow-ups from Previous Meeting)

- [Brief summary of previous action items and updates on their status]

### 5. New Business

- Based on agenda

### 6. Action Items & Decisions

- [List of action items, responsible parties, and deadlines]

### 7. Next Meeting Date & Adjournment

- Next meeting scheduled for [Date, if determined].
- Meeting adjourned at [Time].

Prepared by: [Recorder's Name]

Date of Approval: [MM/DD/YYYY]