

ADVISORY COMMITTEE MANUAL

2020 - 2021



MIDLANDS
TECHNICAL COLLEGE

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PREFACE

Thank you for serving as a Midlands Technical College Advisory Committee member. Sharing your expertise directly with the college about your business and industry's workforce needs ensures that our students receive the specific, hands-on skills that lead to rewarding careers. Building a qualified, highly skilled workforce helps everyone. It helps our students, it helps your business and it helps the community at large.

Midlands Technical College is committed to offering education programs that are relevant both today and in the workplace of the future. Your contribution as an Advisory Committee member will help continue this tradition for our current students and your future employees.

Thank you,

A handwritten signature in black ink that reads "Ronald L. Rhames". The signature is written in a cursive style with a large, stylized 'R'.

Ronald L. Rhames
President

INTRODUCTION TO THE COLLEGE

Essential Facts

In order to help you become quickly familiar with and, we hope, proud of our college, the essential facts below highlight who we are and what we do.

- > Midlands Technical College is a comprehensive, two-year college accredited by The Southern Association on Colleges and Schools Commission on Colleges (SACS COC) to award associate degrees, diplomas and certificates. SACS COC is located at 1866 Southern Lane, Decatur, Georgia, 30033-4097 and can be reached at 404.679.4500.
- > MTC enrolls approximately 13,000 academic and dual enrollment students annually. The college's Corporate and Continuing Education (CCE) program, one of the largest and most comprehensive in the Southeast, annually has 12,000 students and provides continuing education to hundreds of area businesses each year.
- > The college serves Richland, Lexington and Fairfield counties on six campuses — Airport, Beltline, Harbison, Northeast, Batesburg-Leesville and Fairfield. The college also has a location at Ft. Jackson.
- > Midlands Technical College offers 125 academic pathways and 56 CCE pathways within seven schools of study. In addition, students can create customized pathway within the School of Interdisciplinary Studies.
- > Approximately 80 percent of Midlands Technical College's full-time faculty hold a master's-level or higher post-secondary degree.
- > Part-time students constitute 54 percent of the Midlands Technical College student population. The majority of the college's students are female (61 percent) with an average age of 25 years.
- > Midlands Technical College students pursue the following schools of study:
 - > Advanced Manufacturing and Skilled Trades – 5%
 - > Business – 10%
 - > Education and Public Service – 9%
 - > Science, Information Technology, Engineering and Math (STEM) – 13%
 - > Health Care – 33%
 - > English and Humanities – 2%
 - > Social and Behavioral Sciences – 2%
 - > Interdisciplinary Studies – 27%

Statement of Mission

Midlands Technical College is a comprehensive, multi-campus, two-year public college serving the primary region of Richland, Lexington and Fairfield counties of South Carolina. College programs and services provide accessible, affordable, quality education that prepares a diverse student population to succeed in the job market, to transfer to four-year colleges and universities, and to achieve their professional and personal goals. The college equitably provides higher education opportunities that stimulate the local economy by generating a world-class workforce and enhancing the social vitality of the community.

History and Description

One of South Carolina's largest two-year colleges, Midlands Technical College enrolls approximately 25,000 students annually seeking to develop career-skills or transfer to a four-year institution. With the latest technology and a diverse learning environment, the college makes higher education affordable, convenient and readily accessible.

Midlands Technical College prides itself on excellence in curriculum, staffing, equipment and service to its student body and the Midlands.

MTC is comprised of six campuses, including the Airport, Beltline, Northeast, Harbison, Batesburg-Leesville and Fairfield campuses. The college also has a teaching location at Fort Jackson.

Midlands Technical College offers more than 100 degree, diploma and certificate programs of study, and an estimated 60 percent of the courses are in the career program area. The Corporate and Continuing Education Division has more than 13,000 enrollments annually and is one of the largest providers of noncredit professional upgrade training of any two-year college in the state.

Midlands Technical College was formed in 1974 by the merger of three formerly separate institutions. Columbia, TEC, an area trade school established in 1947 to handle post-war expansion; Palmer College, a comprehensive private junior college; and Midlands Technical Education Center (formerly Richland TEC), which was opened in 1963 as part of the statewide technical education system. The merged institution, Midlands Technical College, is one of 16 technical/community colleges in South Carolina. It is governed by the Midlands Technical College Commission and by the State Board for Technical and Comprehensive Education.

RESPONSIBILITIES OF ADVISORY COMMITTEES

An advisory committee is the direct link between a specific academic program at Midlands Technical College and the business, professional and industrial communities of the Midlands. As a formal body, an advisory committee provides practical counsel and advice to the faculty and administrators of the program or school it serves.

An advisory committee's responsibilities may include, but are not limited to, the following:

- > Provide occupational information
- > Assess employment trends
- > Recommend specific competencies needed by new employees and for the retraining of employees
- > Review program entrance requirements for students

- > Recommend recruitment ideas for filling full-time and part-time faculty vacancies
- > Review the curriculum of the program or pathways within a school of study
- > Recommend the acquisition of instructional equipment and facilities
- > Assist in student recruitment, placement, internships and cooperative educational activities
- > Assist in evaluation of the program and its graduates
- > Suggest and support legislation as necessary
- > Serve as a communications channel between the college and the community
- > Identify community resources that can support the program

APPOINTMENTS TO COMMITTEES

For each academic program of the college, the respective department chair or designee will submit nominations for membership on an advisory committee to the Associate Vice Provost. The dean, department chair, or designee should give consideration to the following items when selecting nominees:

- > Professional expertise and diversity of job responsibilities
- > Geographic representation
- > Employment affiliation
- > Race and gender diversity

In addition, in order to ensure objectivity, the advisory committee should not be composed predominantly of program alumni or of adjunct faculty teaching in the program.

The term of appointment for committee members shall normally be three years. Members shall not serve more than two consecutive terms unless market conditions make subsequent terms necessary.

ORGANIZATION OF COMMITTEES

- > The committee will usually consist of at least nine members with 12 members being optimum and memberships over 15 being approved by the Associate Vice Provost. The appropriate dean, department chair, or designee will represent the college on the committee. Faculty members who have an active part on the agenda are welcome to attend. The department chair or designee is encouraged to include in the membership one full-time student who is currently enrolled in the program. Voting membership is restricted to the business, industry and professional members and excludes the college employees or students.
- > The officers of the committee are a chairperson and a vice chairperson (or chair-elect) selected by the committee.

- > The appropriate officer presides at meetings, assists the dean, department chair, or designee in planning agendas, and represents the advisory committee at other meetings.
- > The dean, department chair, or designee sets the meeting agendas with the assistance of a committee officer, arranges meeting rooms, notifies members of meetings, distributes agendas and materials, provides a recorder for the meetings, and distributes minutes of the meeting.
- > Meetings will be held only if at least 50 percent of the voting membership indicate their intent to attend.
- > Each committee is encouraged to find its own level of organization. Some committees may favor an informal structure, while other committees may create more formal structures by which to function.
- > Committee members who fail to attend two consecutive meetings and who were not excused from these meetings will be replaced.

MEETINGS

Advisory committees will meet at least once per year. The dean, department chair, or designee will confirm the meeting dates in advance with the Office of the Associate Vice Provost. The committee chairperson and the dean, department chair, or designee will set the agenda and arrange the meeting. The agenda and materials for each meeting will be distributed at least two weeks prior to the meeting dates. In addition to the members of the committee, Associate Vice Provost will be informed of all meetings and will attend if able. The Provost and Vice Provost for Academic Affairs may also attend if they desire.

MINUTES

The dean, department chair, or designee will be responsible for ensuring that the minutes of all meetings are recorded and for distributing the minutes within two weeks after a meeting is held. The dean, department chair, or designee will distribute minutes to all committee members and the Associate Vice Provost. An official copy of the minutes will be kept on file in the department office.

ANNUAL REPORT

It is the responsibility of each dean, department chair, or designee to submit an annual report to the Office of the Associate Vice Provost regarding the activities of each advisory committee. This report summarizes the year's activities, including a statistical analysis of committee membership and attendance, a summary of the current year's recommendations, actions taken at the advisory committee meetings, and actions taken by the department to meet the previous year's recommendations by the advisory committee. An aggregate report on academic advisory committee activities is presented to the Midlands Technical College Commission through its Curriculum and Faculty Relations Committee.

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination.

Student inquiries or complaints should be directed to Mr. Ian A. MacLean in his position as Chief Compliance Officer/Title IX Coordinator. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, by telephone at 803.822.3204, or email at macleani@midlandstech.edu.

Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

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