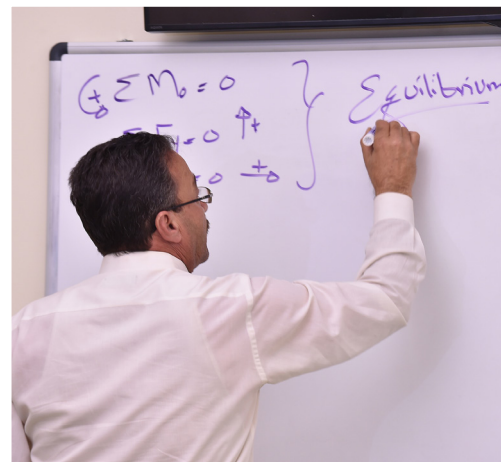


Advisory Committee HANDBOOK



Delgado
COMMUNITY COLLEGE

Delgado Community College Mission

Delgado Community College, a comprehensive community college, offers programs through the Associate degree. The College provides a learning-centered environment through face-to-face and distance education to prepare students from diverse backgrounds to attain their educational, career, and personal goals, to think critically, to demonstrate leadership and to be productive and responsible citizens.

Delgado Community College Vision

Delgado Community College is a diverse, dynamic, comprehensive community college committed to student success through innovative leadership, to excellence in teaching and learning, and to the cultural enrichment of the community it serves.

Delgado Community College Core Values

We, at Delgado Community College, value:

- The worth of each individual
- Lifelong learning and the pursuit of knowledge
- Excellence in teaching in an accessible learning centered environment
- Meeting the needs of a changing workforce
- The cultural diversity of our students, faculty, staff, and administration
- Public trust, and personal and professional integrity and accountability
- Our responsibility to community, state, nation, and world

A Message to Advisory Committee Members

Delgado Community College values its business and industry partners for their support of our Career and Technical Education programs. That support is critical to the continued success and growth of our programs. Delgado students play an important role in the economic cycle of southeast Louisiana regional economy, by providing entry level workers and incumbent workers with the skills and knowledge needed to perform the high demand jobs. These high demand jobs will provide these skilled workers with wages to improve their standard of living while providing economic growth to our regional economy.

We appreciate your assistance in establishing, operating, evaluating our programs and to lending your expertise and insight into our current/future industry and technological changes in industry. You are critical to our programs by providing high quality advice and assistance to our faculty and administrators who manage these programs. We welcome your thoughts, criticisms, recommendations as well as compliments in regard to the curriculum, faculty, administration or students of the program. Your input will result in our ultimate goal, which is to ensure our students will graduate with the skills and knowledge needed to be successful in the workplace. Thank you for taking your valuable time to serve on this advisory committee. The college is committed to providing its students with a quality education in a learning centered environment. We rely on our partners in business and industry to help us achieve that.

*Vice Chancellor for Academic Affairs and Provost
Delgado Community College*

Louisiana's Oldest and Largest Community College

Since our doors opened in 1921, Delgado Community College has been the community's college, educating generations of New Orleanians and strengthening our regional workforce. Through a series of ongoing documentary projects, we honor our past and celebrate for our future. It's a community-wide effort, so we invite you to participate. Let us know if you have information to share about Delgado's past: call (504) 671-5412.

And join us on social media to receive the latest updates instantaneously! We're on Facebook, Twitter, YouTube and Instagram. Our Community Blog is another resource for updated information about Delgado and our New Orleans regional community.

Our History



Isaac Delgado, the original benefactor of the College for whom the school was named, was a nineteenth century immigrant from Jamaica who became a wealthy New Orleans businessman and sugar planter. His philanthropies included the arts, medicine, and education. In a 1909 codicil to his will, he bequeathed the residue of his estate to the City of New Orleans to establish a manual trade school for young boys. With funds from this bequest, land was purchased for the current fifty- seven-acre City Park Campus adjacent to New Orleans Municipal City Park. The original building on City Park Avenue was constructed and furnished with the bulk of the bequest. In September of 1921, Delgado Central Trades School opened its doors with

a program of vocational trades for 1300 boys and young men. After thriving in the 1920s, Delgado was left without adequate funding during the years of the Great Depression. Revived during World War II by the need for technically skilled workers in aircraft construction and maintenance, and in the metal and woodworking trades, Delgado had a brief period of glory in the 1940s, only to once again fall into desperate financial straits during the 1950s.

In the mid-fifties, under the leadership of its Director, Marvin E. Thames, Sr., Delgado began to search for a new mission and adequate funding. In 1956-1957, Tulane University made a survey of Delgado's role and scope in a changing economy. Its prime recommendations were that Delgado be expanded to a technical institute at the junior college level and that its main function be to provide post-high-school educational programs for technicians—and that the school be properly funded. The recommendation was adopted by the Delgado Board of Managers and the New Orleans City Council. As a result, the name of the institution was changed to Delgado Trades and Technical Institute, and a technical two-year college program was implemented. In 1960, the first graduates of Delgado Institute received their college degrees.



By action of the Louisiana State Legislature and the New Orleans City Council, in 1966 Delgado Institute became Isaac Delgado College and then Delgado Vocational-Technical Junior College and was recognized and approved as a model multi-campus, comprehensive community/junior college for Louisiana. Dr. Thames became its first President. Four years later, in 1970, Act 446 of the State Legislature (based on a 1969 New Orleans City Council Resolution) transferred Delgado College from control by the City of New Orleans to the Louisiana State Board of Education. Delgado was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1971; the accreditation was reaffirmed in 1975, 1986, and 1996. The College name was changed to Delgado Community College by Legislative act in 1980. In 1982 the central administration of the College was moved into a new building at 501 City Park Avenue, adjacent to the City Park Campus. Since the early 1970s, with state funding for students and facilities, not only has the original City Park Campus developed dramatically, but other new campuses and learning sites have brought Delgado Community College to all areas of metropolitan New Orleans.

Today, Delgado is renowned as Louisiana's oldest and largest community college, serving men and women of all ages who reflect the diversity of the New Orleans metropolitan area. Delgado is a comprehensive, multi-campus community college and a major institution of higher education in the State of Louisiana. Its nine locations form a center for professional and advanced technology career education, academic pre-baccalaureate education, and traditional occupational training.

Advisory Committees/Boards

Delgado Community College recognizes the benefit of involving community members in its academic programs. Advisory committees serve as a liaison between the College and the community for the purpose of improving and guiding academic, professional and occupational programs.

Every degree, technical diploma, and certificate program at the College must have an advisory committee. The committee consists of community members who are practitioners of the program discipline or related disciplines. In addition, programs from which graduates transfer to senior institutions are to have advisory committees consisting of community members and representatives of senior institutions. Advisory committees for programs that do not culminate in a certificate, technical diploma or degree are optional.

Advisory committees are to be established and managed as follows:

- A. Advisory committees/boards are to consist of a minimum of five (5) community members. For programs offered on more than one campus or location, membership must include faculty representatives from each campus and site as appropriate.
- B. Programs that have accrediting bodies with requirements for advisory committee/board membership must follow the guidelines of the accrediting body. Programs from which graduates transfer to four-year institutions must have community members and representatives of the senior institutions on their advisory committees/boards. As appropriate, members may also include, but are not limited to, individuals from high schools with dual enrollment, Career and Technical Education Coordinators, alumni and students.
- C. Advisory committees/boards are appointed by the Vice Chancellor for Academic Affairs, upon recommendation of the Division Deans and the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable). Appointments will be made for three (3) years.
- D. Advisory committees/boards must meet a minimum of once per academic year.
- E. Minutes of advisory committee/board meetings must be recorded.
- F. A report on the current status of the program will be written and presented by the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable) at or before each meeting. This report is to include any action that has been taken by the College on the committee/board's recommendations and to inform them of a decision not to implement a recommendation.

Responsibilities:

- A. The Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) in conjunction with the Division Dean determines the membership of the committee/board by May 1st of each year.
- B. The Vice Chancellor for Academic Affairs coordinates the process for issuing letters of appointment from the Chancellor, specifying terms of service, by July 1st of each year. The Vice Chancellor for Academic Affairs also coordinates the process for disseminating letters of appreciation from the Chancellor to members when they have completed their terms of service.
- C. The Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) serves as temporary committee/board chair until the committee/board elects its own chair. The Program Coordinator is required to attend the committee meetings; serves as facilitator and resource person for the committee/board; and is responsible for assuring that meetings are held, minutes are recorded, and reports are compiled.
- D. The duties of the committee/board include, but are not limited to, the following: curriculum, academic standards, expansion of the program, training sites, evaluation of outcomes, job placement and transfer of completers.
- E. Minutes and reports are forwarded to the Vice Chancellor for Academic Affairs and Division Deans.
- F. Minutes, reports and/or recommendations are distributed by the Program Coordinators (or Program Directors, Lead Instructors, or Department Heads, as applicable) to the faculty in the program discipline and Advisory Committee/Board members. Faculty responses to each recommendation are recorded by the Program Coordinator.
- G. Program Coordinator (or Program Director, Lead Instructor, or Department Head, as applicable) must submit an Executive Summary to the Vice Chancellor for Academic Affairs (one page in length to include dates met, recommendations made, and significant action taken).

Advisory Committee/Board Agenda Template

Date: _____ Facilitator: _____ Advisory Committee Members: _____
Time: _____ Scribe: _____ Faculty/staff Members: _____
Location: _____

- Welcome and introductions
- Approve minutes from previous meeting
- Report on the current status of the program, actions that have been taken by the College on the committee's recommendations.
- Goals for the meeting:
 - Are Program Goals, Student Learning Outcomes and Mission Statement relevant to employment (or transfer) opportunities?
 - Does knowledge gained from the program match that required by employers and accrediting bodies?
 - Is current technology / equipment adequate for program success?
- Review of Program Goals, Student Learning Outcomes and Mission Statement
- Share:
 - Program Review and Action Plan
 - Annual Unit Assessment Plans
 - Program Health Index
 - Career Pathways Development Report
 - List of Full time faculty members and Internship hosts
 - Articulation Agreements
 - Current catalog pages with Program Outcomes listed
 - Dual enrollment information
 - Accreditation update
 - Curriculum update
- Ask committee members about:
 - Hiring projections/forecasts, state of the industry
 - Ways to expand the program, recruitment and retention?
 - Job placement, Internship/clinical opportunities?
- Recommendations for the future:
 - Are Program Goals, Student Learning Outcomes and Mission Statement relevant to employment (or transfer) opportunities?
 - Does knowledge gained from the program match that required by employers and accrediting bodies?
 - Is current technology / equipment adequate for program success?
- Recognitions and Celebrations

Delgado Community College Advisory Committee/Board Cycle

Every degree, technical diploma, and certificate program at the College must have an advisory committee/board. Advisory committees/boards must meet a minimum of once per academic year.

August

- Program Leads begin to prepare for Fall Advisory Committee/Board meetings:
 - Review Advisory Committee/Board Agenda Template
 - Secure a facilitator and a room for the meeting
 - Set date for meeting
 - Invite attendees
- Be prepared to share with the Advisory Committee/Board:
 - I. Program Goals and Rationale (Unit Assessment Plans with Student Learning Outcomes)
 - II. Program Outcomes Assessment (Tie to Annual Unit Assessment Plans)
 - III. Program Resources and Support
 - IV. Program Strengths and Opportunities for Improvement (Deans and Faculty share Action Plan)
 - V. Program Viability (Program Health Index)
- At the meeting:
- Introduce full time faculty members and Advisory Committee/Board members
- Deans and Lead Faculty review:
 - Program Reviews and Action Plans
 - Annual Unit Assessment Plans
 - Program Health Index
 - Career Pathways Development Report
 - Information about Internship hosts, clinical sites
 - Updates on Articulation Agreements
 - Current Catalog pages with Program Outcomes listed
 - Information on Dual Enrollment

November

- Fall Advisory Committee/Board meetings are held.
- Lead faculty will facilitate. A scribe will submit minutes.
- Membership will be reviewed. New members will need an orientation and a mentor with a veteran committee/board member for the first year. Determine the membership of the committee/board by May 1st of each year. The Vice Chancellor for Academic Affairs coordinates the process for issuing letters of appointment from the Chancellor, specifying terms of service, by July 1st of each year. Arrangements are made to send thank you letters to those who are no longer serving on the committee/board.

January

- Program Leads begin to prepare for Spring Advisory Committee/Board meetings:
 - Review Advisory Committee/Board Agenda Template
 - Secure a facilitator and a room for the meeting
 - Set date for meeting
 - Invite attendees
- Be prepared to share with the Advisory Committee/Board:
 - I. Program Goals and Rationale (Unit Assessment Plans with Student Learning Outcomes)
 - II. Program Outcomes Assessment (Tie to Annual Unit Assessment Plans)
 - III. Program Resources and Support
 - IV. Program Strengths and Opportunities for Improvement (Deans and Faculty share Action Plan)
 - V. Program Viability (Program Health Index)
- At the meeting:
 - Deans and Lead Faculty review:
 - Program Reviews and Action Plans
 - Annual Unit Assessment Plans
 - Program Health Index
 - Career Pathways Development Report
 - Information about Internship hosts
 - Updates on Articulation Agreements
 - Current Catalog pages with Program Outcomes listed
 - Information on Dual Enrollment

April

- Spring Advisory Committee/Board meetings are held.
- Lead faculty will facilitate. A scribe will submit minutes.
- Membership will be reviewed. New members will need an orientation and a mentor with a veteran committee/board member for the first year. Determine the membership of the committee/board by May 1st of each year. The Vice Chancellor for Academic Affairs coordinates the process for issuing letters of appointment from the Chancellor, specifying terms of service, by July 1st of each year. Arrangements are made to send thank you letters to those who are no longer serving on the committee/board.

3/16/17