

realistic needs of Business and Industry. Since Business and Industry are in a constant process of change, maintaining an awareness of the nature and scope of such changes is almost impossible for the college instructional staff. Accordingly, it is absolutely necessary that the college, and its staff, maintain input from Business and Industry partners, which will allow the college to update its programs in accordance with current changes within any occupational field.

4. College representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and other individuals, as appropriate.

F. Membership of Advisory Committee Members

Each program area should have its own advisory committee, which would be composed of the following representatives:

1. Business and Industry who manage and/or supervise in the occupational areas of concern.
2. Business, Industry, Government who work in the occupational areas representing the program.
3. Employment Development Department (EDD).
4. Instructional college staff in the areas of occupational concern and in academic supporting areas.
5. The community who are aware of the needs of the disadvantaged and the handicapped.
6. The students who are in training in the occupational programs.

G. Advisory Committee Functions

The committees act in an advisory capacity. They have neither legislative nor administrative authority. Responsibility for decision and action rests with the Board of Trustees, the President, and the staff to whom responsibility for administration and implementation has been delegated.

Advisory committees are extremely important in the development of a two-way system of understanding and communication between Imperial Valley College and its community. The confidence of the public is secured when the counsel of experienced and responsible citizens is solicited and acted upon by the college.

7. Mail minutes to all concerned.
8. Topics discussed at meetings should not be confined to those proposed by the college staff. It is important that they consult with other members of the committee in order to include what the community believes to be the strengths and weaknesses in the program and to get ideas for improvement.

College representatives do not act as officers of a committee. They serve in a capacity of consultant or resource persons in order to assist the committee in its work.

Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Instruction for Applied Sciences.

J. Conducting Meetings

The chairperson and the college representatives will develop the agenda. The agenda, minutes of the previous meeting, and notices of future meetings will be distributed in a timely manner.

and/or accepted and implemented by the college staff, committee members should be so informed, and receive follow-up reports on the outcome and/or effectiveness of their recommendations. They should also be advised if their proposals cannot be accepted by the college, and the reasons for not accepting proposals should be clearly stated.

L. Summary

The program advisory committee is a source of public counsel. The judgments of committee members commonly reflect sound community thinking, and the suggestions for improvements that result from committee action should be considered. Only through communication and close cooperation with the community can Imperial Valley College hope to develop quality occupational education programs.

II. PROVISIONS FOR DOCUMENTING THE COMPETENCE OF STUDENTS COMPLETING VOCATIONAL AND OCCUPATIONAL PROGRAMS

A. OCCUPATIONAL/VOCATIONAL CURRICULA PROGRAMS

Imperial Valley College has developed career programs which reflect employment opportunities of Imperial County and the region. Advisory committees work closely with the College to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science degree. It is recommended that students plan a broad educational background including general education courses.

It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the students.

B. CERTIFICATES

Occupational certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the College offers the Associate Degree. To qualify for an occupational certificate, a student must:

1. Complete all courses listed with requirements