



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Fall 2023

POLICY NUMBER	AA-21-01-030
TITLE OF POLICY	Programme Advisory Committees
DATE OF ADOPTION	Spring 2023
SUPERSEDES	All previous rules and regulations regarding Programme Advisory Committees
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To identify guidelines for the establishment of Programme Advisory Committees
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	None
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute Act, 2010, Section 5, states that the Institute is to “enter into public and private sector partnership with employers, trade or commercial confederations and other societal stakeholders to develop courses of instruction and instructional methodologies necessary to attain synergy and cohesion between instruction and training at the Institute and the needs of the economy.” To ensure that its career and technical education programmes are an integral part of the community and reflect its business, industrial and professional climate, BTVI shall establish Programme Advisory Committees for each trade area, or combination as appropriate.

2.0 Scope

This policy identifies the guidelines for the establishment of Programme Advisory Committees.

3.0 Policy

Programme Advisory Committees (PAC) shall be established for each trade with each division having a PAC for each occupational programme or each group/cluster of related occupational programmes or trades.



Appointment of Committee Members

- 3.1 PAC members shall be appointed by the Vice President of Academic Affairs upon the recommendation of the relevant deans in consultation with heads of department or the recommendation of current committee members.
- 3.2 PAC members shall
 - 3.2.1 be appointed for a period of two (2) years in the first instance and shall be eligible for reappointment for a further period of two (2) years;
 - 3.2.2 serve for three (3) years, except in those instances when the appointment is needed to fill an expired term;
 - 3.2.3 represent a cross section of the community, business and industry served by the particular trade or programme;
 - 3.2.4 include representatives from the employment community, practitioners and others from the field of education, regulators, etc., as appropriate; and
 - 3.2.5 be experienced and knowledgeable in their particular field(s).
- 3.3 Advisory committees for programmes or courses offered via online or through a distance modality shall consist of at least one additional member with experience in the delivery and administration of online/distance education programmes.
- 3.4 A BTVI instructor shall be appointed to serve as a resource person to the committee.
- 3.5 One-third of the total committee membership shall be appointed each year.
- 3.6 The term of a new committee member shall begin on July 1.
- 3.7 Membership on the committee is voluntary.

Officers

- 3.8 The committee shall elect a chairperson, vice-chairperson and secretary by a majority vote of committee members in attendance at the annual meeting.
- 3.9 The chairperson and vice-chairperson shall be elected annually and the secretary elected for a three (3) year term.
- 3.10 The chairperson shall be elected from among those members who have served on the committee for a minimum of one (1) year.
- 3.11 The chairperson shall:
 - 3.11.1 prepare the meeting agenda in consultation with the designated BTVI instructor;
 - 3.11.2 preside at each meeting of the committee;
 - 3.11.3 serve as chairperson of the executive committee;
 - 3.11.4 appoint special subcommittees which may include persons other than advisory committee members; and
 - 3.11.5 represent the advisory committee at other meetings as requested.
- 3.12 The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.
- 3.13 The secretary shall have the assistance of trade department/programme staff and the use of BTVI facilities to perform the following duties:
 - 3.13.1 send out notices of meetings;
 - 3.13.2 maintain committee meeting records including the attendance record of each committee member;
 - 3.13.3 maintain a record of committee activities; and
 - 3.13.4 distribute minutes of committee meetings and copies of other committee documents to committee members and relevant BTVI instructors upon request.



Committee Meetings

- 3.14 Advisory committees shall meet for a minimum of six (6) times each academic year.
- 3.15 At least one regularly scheduled meeting shall be conducted each quarter and shall be held at BTVI, as practicable.
- 3.16 Written notices of meetings shall be by any electronic or telecommunication means at least one week prior to the meeting.
- 3.17 The agenda for each meeting shall be prepared by the chairperson and the designated BTVI instructor.
- 3.18 Written detailed minutes shall be maintained of each meeting and shall include the names of all members in attendance, inclusive of their titles and affiliations; the date, time and location of the meeting; a comprehensive and clear description of the meeting commentary and decisions made.
- 3.19 Each meeting must be attended by at least three (3) members who represent the employment community and/or practitioners from the programme/trade area.
- 3.20 The designated BTVI instructor shall attend each meeting of the committee.

Authority of the PAC

- 3.21 Advisory committees are not empowered to set policy; that responsibility rests solely with the BTVI Board of Directors.
- 3.22 Advisory Committees may make recommendations and provide advice.
- 3.23 At the time of appointment, each committee member shall receive a written explanation of the authority and purpose of the particular advisory committee.

Duties and Responsibilities

- 3.24 The PAC shall provide advice, assistance and support for planning, implementing and evaluating technical programmes and services so they remain relevant to business and industry needs.
- 3.25 Generally, the PAC shall:
 - 3.25.1 assist the trade area/department with assessing community needs.
 - 3.25.2 assist the trade/department with developing and prioritizing long-range goals and plans and recommending time frames for the implementation of such goals and plans.
 - 3.25.3 investigate the need for new technical and vocational education programmes and recommend the development of new programmes to meet community and industry needs.
 - 3.25.4 assess current BTVI technical and vocational education programmes and recommend changes as needed.
 - 3.25.5 provide public information and financial and legislative support for technical and vocational education programmes.

Programme Reviews

- 3.26 The general programme review functions of the PAC shall include:
 - 3.26.1 assisting with long-range planning and the formation of goals for the technical and educational programmes.



- 3.26.2 assisting in evaluating the technical and vocational education programmes by selecting appropriate evaluation activities, identifying needed data and interpreting the evaluation information.
- 3.26.3 reviewing programme budget requests.
- 3.26.4 advising the instructional personnel who conduct student and other follow-up studies.
- 3.27 The specific programme review functions of the PAC shall include:
 - 3.27.1 reviewing, at least annually, the programme's curriculum with regard to the appropriateness and adequacy of programme objectives and length, curriculum content including general education or applied general education courses as appropriate, learning resources and the adequacy of facilities and equipment; reviewing, at least annually, student graduation rates, graduate employment and, where required, certification licensing examination outcomes of each programme;
 - 3.27.2 reviewing the appropriateness of curriculum objectives, programme length and curriculum content of all new programmes prior to their submission to the Office of Academic Affairs.
 - 3.27.3 physically reviewing BTVI's learning resources, facilities and equipment and making recommendations as appropriate.