



A Guide to Advisory Committees



SANTA ROSA
JUNIOR COLLEGE

Career & Technical Education
and Economic Development

FORWARD

Today's rapidly changing society requires that educational entities and the communities they serve work closely together, especially in Career and Technical Education (CTE) Programs. CTE is an organized system of programs which are directly related to preparation, upgrading or retraining for careers requiring other than a baccalaureate or advanced degree.

Excellence in career and technical education is the goal of teachers, administrators and volunteer advisory committee members. Bringing employers and educators together on Advisory Committees provides a format for sharing information and ideas.

Program advisory committees are organized to provide advice and assistance to the teachers and administrators of specific programs. To be sure that students learn the most current skills, employers are an integral part of designing and updating curriculum.

WHAT IS A PROGRAM ADVISORY COMMITTEE?

A program advisory committee is a representative group of individuals whose experience and abilities represent a cross section of a particular occupational area. The primary purpose of the local program advisory committee is to assist educators in establishing, operating, and evaluating programs which serve the needs of students, business and industry, and to provide expertise pertaining to technological and subject matter change.

WHY ARE PROGRAM ADVISORY COMMITTEES NEEDED?

Committees are needed:

- to provide an opportunity for discussion among people in education, business and industry
- to focus on how to improve Career and Technical Education (CTE)
- to strive to improve the relationships between CTE, business and industry
- to provide expertise to the program by reviewing curriculum, facilities, budget, student competencies, student placement in related occupations

Requirements:

- Local schools and institutions that operate CTE programs receive state and federal funds, and are required by the Career and Technical Act to establish and operate Program Advisory Committees.
- Each CTE program advisory committee is required to meet a minimum of two times per year.

WHAT ARE SOME COMMITTEE ACTIVITIES & RESPONSIBILITIES?

Responsibilities:

- attend and participate in all meetings
- suggest and develop agenda items
- develop goals and objectives for the program
- review, analyze and provide suggestions for program improvement
- respect the rights and opinions of other committee members
- promote CTE programs

The program advisory committee can assist with the following activities:

Curriculum Development:

- reviewing curriculum materials for state-of-the-art content
- identifying competency levels and performance standards
- identifying employability skills
- reviewing textbooks and other instructional material

Public Relations:

- obtaining effective media coverage
- being visible in support of programs during public and special events
- recommending technical resource personnel
- providing classroom speakers from business and industry providing tours and field trip experiences
- securing additional funding and donations for materials and equipment

Job Placement:

- assisting students with cooperative training opportunities and internships
- communicating potential job openings
- providing information and data related to employment demands

Recruiting:

- assisting in recruiting teachers
- assisting in recruiting new students
- assisting in recruiting new Advisory Committee members

Program Evaluation:

- reviewing goals/objectives of the Career & Technical Education program
- examining outcomes relating to quality and quantity of graduates and job placement
- participating on program evaluation teams
- assuring that programs are up-to-date and technologically current

MEMEBERSHIP & MEETINGS

There is no fixed number of members that will satisfy all situations. The membership needs to be large enough to be representative of the discipline and be able to function effectively and efficiently. Generally a membership between 5 and 10 industry partners representing all aspects of the discipline is optimal.

Appointments are made for a three-year term. To ensure continuity in membership, newly organized committees or restructured committees should select members for one, two, or three year terms. Committee members may be re-appointed.

To avoid potential conflicts of interest, committee membership shall be encouraged to be non-instructional representatives of the community, business and industry; have recent related experience, be available to serve their full term, and have an interest in education. If it

becomes necessary to use instructional faculty as committee members, said members shall recuse themselves from any vote that creates a conflict of interest for that person. Current and former students now employed in the field or as required by external licensing/accrediting organizations, may also be appointed to the committee.

A chairperson for the advisory committee will be selected from the business membership and run the meeting. The committee chairperson is responsible for preparing the agenda in collaboration with the department chairperson, program coordinator or designated faculty member and forwarding to their supervising Administrator and the Dean of Career and Technical Education and Economic Development.

The department chairperson, program coordinator or designated faculty member in collaboration with the committee chair, will be responsible for developing a schedule of meetings for each advisory committee. The department Chair and supervising administrator shall be included on the agenda to inform the committee of district issues. Each committee shall meet at least twice per academic year (preferable once in the fall semester and once in the spring semester). A quorum (50% of the official membership + 1) of the membership must be present in order for a meeting to be official and conduct business. Proxy voting will be allowed with written confirmation made with the committee chairperson.

Meetings are open to all interested faculty, staff, administrators or other college officials, educational partners and interested individuals.

Meetings may be held online, using web conferencing software.

The following is a list of additional stakeholders that should be invited to all advisory committee meetings:

College Community

President/Superintendent

Vice President of Academic Affairs

Vice President of the Petaluma Campus

Vice President of Student Services

Dean of Career and Technical Education

Dean of Instruction Santa Rosa Campus

Dean of Instruction Petaluma Campus

Dean of Counseling and Support Services

Dean of Student Services

Dean Disability Resources Department or designated representative

Department Chair

Program Coordinator

Instructional faculty

Instructional support staff

Work Experience Department representative

Career and Technical Education Outreach Coordinator

Counseling Department Chair or designated representative

Director of Institutional Research or designated representative

Educational partners

Sonoma County of Education designated representatives
Sonoma State University designative representatives
Related/interested education organizations
North Bay Collaborative Partners
Local private four year institutions

OTHERS

Sonoma County Economic Development Board representatives
Sonoma County Workforce Investment Board representatives
Sonoma County Job Link representatives

AGENDAS & MINUTES

A copy of the agenda must be submitted to the supervising administrator and the office of the Dean of Career and Technical Education and Economic Development at least 10 days in advance of all advisory committee meetings.

The department chairperson, program coordinator or designated faculty member will be responsible for obtaining minutes of each meeting. Minutes will be submitted to the supervising administrator and the office of the Dean of Career and Technical Education and Economic Development within two weeks following each meeting.

Minutes should contain a list of members in attendance, those not present and a review of the agenda items discussed and outcomes, as well as a record of all recommendations.

Minutes shall be distributed to all committee membership, college community invitees, educational partners and other stakeholders.

APPENDIX A

SAMPLE OF MEETING NOTICE

1st NOTICE TO "SAVE THE DATE" WITH MINUTES

SRJC _____ Advisory Committee Members:

SAVE THE DATE!

The fall _____ Advisory Committee Meeting is scheduled for Tuesday October 9th from 11am – 1:00pm at _____, in the Santa Rosa Junior College.

Lunch will be served.

An agenda and directions will follow. If you have any questions, please email me at _____.

Thank you.

2nd NOTICE OF MEETING WITH PARKING PERMIT, MAP, AGENDA

Dear Advisory Member,

We appreciate your ongoing support of our program. The next _____ Advisory Committee will meet on Thursday, October 17, 2013 at 12 noon in the _____. Lunch will be served.

Attached please find minutes of the last meeting, agenda and parking permit.

Please RSVP by _____ either by phone or email.

APPENDIX B
AGENDA TEMPLATE

XXXXX Advisory Committee Meeting

Time

Date

Place

AGENDA & OUTCOMES

1. Call to Order (Committee Chair)
2. Welcome/Introductions
3. Approval of Minutes from Last Meeting
4. Public Comments
5. Unfinished Business
 - a.
6. New Business
7. Discussion Items:
 - a. Department Update
 - b. Dean's Report
 - c. SRJC Update
8. Action Items:
 - a. Comments
 - b.
9. Adjournment

LUNCH PROVIDED AT MEETING

APPENDIX C

MEETING MINUTES TEMPLATE

XXXXX Advisory Committee Meeting

Time

Date

Place

MINUTES

ATTENDING:

NAME COMPANY

ABSENT:

NAME COMPANY

STAFF:

NAME DEPARTMENT

1. Welcome/Introductions – XXX, opened the meeting at 10:00 a.m.
2. Approval of Minutes of Last Meeting – M/S/P to approve as submitted.
3. Public Comments
4. Discussion Items
 - a) Reports:
5. New Business
6. Action Items
 - a) Comments, concerns from the floor – None
7. Adjournment

NOTE: The next XXX Advisory Committee meeting will be held XXXX, 2013 at the

_____.

APPENDIX D

SAMPLE MEMBERSHIP LIST TEMPLATE

LAST NAME	FIRST NAME	TITLE	ORG.	ADDRESS	PHONE	EMAIL ADDRESS
Apple	Somebody	Director	Lattice Educational Services	3273 Airway Drive, Santa Rosa CA 95403	707-555-1234	name@cxxx.net
Person	Themselves	Director Staff Development	Spring Lake Village	5555 Montgomery Drive SR 09	707-555-8400	name@xxx.org
Strange	Them	Director	Multi-Cultural Child Dev. Ctr.	PO Box 7346, Santa Rosa, CA 95407	707-555-0104	name@xxx.com

Please do the following:

- List for Industry Members (off-campus) first, followed by SRJC administrators/faculty/staff
- Alpha order

REFERENCES

- Colorado Community College System. (2008). A guide to the operation of career and technical education advisory committees. Retrieved from http://www.deca.cccs.edu/0708documents/Local_Chapter-9-07.pdf
- Iowa Department of Education. (2009). Advisory groups: Advisory councils and committees. Bureau of Career and Technical Education Services. Retrieved from http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=1&ved=0CCwQFjAA&url=http%3A%2F%2Feducateiowa.gov%2Findex.php%3Foption%3Dcom_docoman%26task%3Ddoc_download%26gid%3D8653%26Itemid%3D1507&ei=dMNVUpPcJKrfiALJ_oH4Aw&usg=AFQjCNHKtBxE5M0xBbpFlZC90uBhqexH5w&sig2=qvVRQ6F2RFEZ7kKzUK3QXA
- Virginia Department of Education. (2007). Advisory committee handbook for career and technical education local administrators. Office of Career and Technical Education. Retrieved http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=1&cad=rja&ved=0CCwQFjAA&url=http%3A%2F%2Fwww.cteresource.org%2Fverso%2Ffiles%2Fadvisory-committee-handbook-for-career-and-technical-education-local-administrators-10%2FAdvisory_Comm_Hndbk.pdf&ei=K8RVUuHjJ-rViwKor4DgDA&usg=AFQjCNExreClvWBHgBAaxK4hVuitSGGmdA&sig2=pL5J9h0zMaMRS3nYr_LW7g January 2007