



# Advisory Committee Handbook Academic Year 2024-2025

## **WHAT IS AN ADVISORY COMMITTEE?**

Today's workforce requires educational institutions and the communities they serve to work closely together, especially in Career Education (CE) programs. CE is an organized system composed of programs that are directly related to preparation, upgrading, or retraining for careers. To achieve this goal, it is vital that we align CE programs with the needs of our industry partners. Volunteering as advisory committee members brings employers and educators together to provide a format for sharing information and ideas, and ensuring completers are prepared for success in industry.

Program advisory committees are organized to provide advice and assistance to the instructors and administrators of CE programs, composed of a representative group of industry partners whose experience, abilities, and diversity represent a cross-section of a particular occupational area or discipline. The primary purpose of the local CE advisory committee is to assist and provide recommendations to SRJC in establishing, operating, and evaluating programs which serve the needs of students, community, business and industry, and to provide expertise pertaining to technological and subject matter needs and changes.

We are committed to diversity, equity, and inclusion in the representation of programs. In support of the SRJC Strategic Plan, we aspire to be an inclusive, diverse, and sustainable learning community that engages the whole person. To ensure that our CE programs represent the broader community, we are committed to diversification and inclusivity of our program advisory committee membership through outreach within our current committees and the broader Sonoma County community that employs our students. Advisory committee processes and communications are expected to be transparent, collaborative, and open to the public.

Advisory Committees are needed to:

- Provide an opportunity for discussion among educators and industry
- Focus on how to improve Career Education opportunities
- Improve the alignment between Career Education and industry needs
- Provide expertise to the program by reviewing curriculum, technology, facilities, budget, student competency, and student placement in related occupations

Requirements:

- Local schools and institutions that operate Career Education programs and receive state and federal funds are required by the Carl D. Perkins Career and Technical Education Act (CTEA) to establish and operate Program Advisory Committees
- Each Career Education program advisory committee is required to meet, with quorum, a minimum of once per academic year

Member Responsibilities:

- Attend and participate in all meetings
- Suggest and develop agenda items
- Develop program goals and objectives
- Review, analyze, and provide recommendations for program improvement
- Promote Career Education programs and student employment
- Respect the rights and opinions of other committee members
- Assist with the following activities:

**Curriculum Development:**

- Review curriculum materials for learning outcomes, content, and scope
- Identify competency levels and performance standards
- Identify employability skills
- Review instructional materials, technology, and facilities

**Public Relations:**

- Assist in obtaining effective media coverage
- Be visible in support of programs during public and special events
- Recommend technical resource personnel
- Provide classroom speakers from business and industry or provide tours and field trip experiences
- Secure additional funding and donations for materials and equipment

**Job Placement:**

- Assist students with cooperative workforce training opportunities and internships
- Communicate potential job openings
- Assist job developers in development of employment opportunities and support continued employment for students
- Provide information and data related to employment demands, trends, and needs

**Recruiting:**

- Assist in recruiting part-time and full-time instructors and volunteers
- Assist in recruiting new students and incumbent employee trainees
- Assist in recruiting new advisory committee members and technical resource personnel

**Program Evaluation:**

- Review goals, learning objectives, topics and scope of the Career Education course/program
- Examine learning outcomes relating to competency and quality of graduates and job placement
- Participate in program evaluation teams
- Assure that programs are current, up-to-date, and meet the needs of the industry

**MEMBERSHIP**

The membership of each committee needs to be large enough to be representative of the discipline and be able to function effectively and efficiently. There is not a fixed number of members that will satisfy all situations; generally, a membership between five and seven industry partners representing all aspects of the discipline is optimal. You may find it necessary to invite technical experts to individual meetings to assist membership in discussing their expertise.

If a department chooses to have one advisory committee that represents multiple disciplines within that department, each discipline should have members serving on the committee. For example, if the Agriculture/Natural Resources department has one advisory committee, membership should reflect representation from Animal & Equine Science; Floral Design; Horticulture; Natural Resources; Sustainable Agriculture; Veterinary Technician; Viticulture; and Wine Studies. The membership list provided to the CE office must include which discipline each member represents.

Diversity, Equity & Inclusion: ideas for how to increase diversity, equity, and inclusion:

- Outreach to current employers that hire our students
- Outreach within the current advisory committee membership
- Outreach through the Workforce Development Board and professional associations affiliated with the industry
- Outreach to the Chambers of Commerce, Hispanic Chambers of Commerce, local foundations
- Outreach to appropriate local union and non-union trade associations

For further assistance, please contact the Career Education office: Rachel Smith [rsmith@santarosa.edu](mailto:rsmith@santarosa.edu); Brad Davis [bdavis@santarosa.edu](mailto:bdavis@santarosa.edu)

The advisory committee membership list is submitted to the Board of Trustees for approval at its September board meeting. This is the official list for the academic year and is used to determine quorum for 2024-2025 meetings. A quorum is 50% of the official membership + 1. **A quorum must be present in order for a meeting to be official and to conduct business.** Proxy voting is allowed with confirmation of the proxy shown in the minutes of the meeting. The proxy should not be another voting member or an SRJC employee.

To avoid potential conflicts of interest, committee membership shall be non-instructional representatives of the community, business, and industry. If it becomes necessary to use part-time instructional faculty as committee members, said members shall recuse themselves from any vote that creates a potential conflict of interest for that person or action item.

Committee members shall have recent related experience to the program of study, be committed to attend all meetings, be available to serve their full term, and have an interest and commitment in the education of students. Current and former students now employed in the field or as required by external licensing/accrediting organizations may also be appointed to the advisory committee.

A chairperson for the advisory committee will be selected from the business and industry membership. The committee chairperson is responsible for facilitating the meeting and, in collaboration with the SRJC program coordinator, preparing the agenda and minutes. The SRJC program coordinator shall not facilitate the meeting.

## **MEETINGS**

The SRJC program coordinator, in collaboration with the committee chair, is responsible for developing a schedule of meetings for the academic year. Each committee is required to meet at least once per academic year, with quorum, with a preference of meeting once in the fall semester and once in the spring semester.

The CE office will fund lunch for Board of Trustees-approved committee members when meetings are held in-person, at a maximum cost of \$200.00 per meeting. Invoices for payment and receipts for reimbursement must be submitted to the CE office ([rsmith@santarosa.edu](mailto:rsmith@santarosa.edu)) for processing. Please note that minutes must be submitted before reimbursements will be processed.

**District regulations do not allow use of CalCards to purchase food. Food purchased with a CalCard will not be paid for by the CE office.**

If possible, at least one advisory meeting per academic year should be hosted at an industry partner site. Meeting on campus is preferable when reviewing or discussing facilities, equipment, or technology. Meetings may include an option for attendance via conferencing technology (conference calls, Skype, Zoom, etc.).

Meetings are open to all interested faculty, staff, administrators, college officials, educational partners, and the general public. The following is a list of stakeholders that should be invited to all advisory committee meetings and sent any save-the-date information:

### **College Community**

- Director of Workforce Development (Rachel Smith [rsmith@santarosa.edu](mailto:rsmith@santarosa.edu) )
- Dean of Career Education (Brad Davis [bdavis@santarosa.edu](mailto:bdavis@santarosa.edu) )
- Dean of cluster
- Department Chair, instructional faculty (full- and part-time), and instructional support staff
- Workforce Development representative (Work Experience [kkinahan@santarosa.edu](mailto:kkinahan@santarosa.edu) / Internship [llarsen@santarosa.edu](mailto:llarsen@santarosa.edu) / Job Developer [amansfield2@santarosa.edu](mailto:amansfield2@santarosa.edu) and [mrhodes@santarosa.edu](mailto:mrhodes@santarosa.edu) )
- Schools Relations and Outreach Coordinator (Beatriz Camargo [bcamargo@santarosa.edu](mailto:bcamargo@santarosa.edu))
- Counseling department Chair or designated representative (Mackenzie Galindo [mgalindo@santarosa.edu](mailto:mgalindo@santarosa.edu))
- Office of Institutional Effectiveness, Research and Planning designated representative (Jeremy Smotherman [jsmotherman@santarosa.edu](mailto:jsmotherman@santarosa.edu))

### **Educational partners**

- Sonoma County High School representatives
- 4-year institutions representatives
- Related/interested education organizations
- Grant partners

### **AGENDAS & MINUTES**

The agenda should be shared at least one week prior to the meeting, with all committee members and all stakeholders listed above.

The SRJC program coordinator is responsible for minutes of each meeting. Minutes must be submitted to the CE office ([rsmith@santarosa.edu](mailto:rsmith@santarosa.edu)) within two weeks following the meeting, along with invoices/receipts for food.

Minutes should contain the following:

- Members in attendance
- Members not present
- Proxies in attendance noting who they are representing
- Invited guests
- SRJC faculty, staff, and administrators
- Review of the agenda items discussed
- Action items and outcomes
- Record of all recommendations

## APPENDIX A - SAMPLE OF MEETING NOTICE

### “SAVE THE DATE”

Dear Advisory Member,

This email is to request that you **SAVE THE DATE** for the next (Identify Program) Advisory Committee Meeting

The (Identify Program) Advisory Committee is scheduled to meet on (date and time) at (location). An agenda, parking permit, and directions will follow. If you have any questions or comments, please contact me.

Thank you.

### MEETING INVITATION (include PARKING PERMIT, MAP, AGENDA)

Dear Advisory Member,

We appreciate your ongoing support of our program. The (Identify Program) Advisory Committee Meeting will be held on (date and time) at (location). Attached please find the minutes of the last meeting, agenda, parking permit and map.

Please RSVP by (insert date) so that we can have an accurate count for determining quorum. If you have any questions or comments, please contact me.

Thank you.

## APPENDIX B – TEMPLATE FOR AGENDA

The agenda should be shared at least one week prior to the meeting, with all committee members and all stakeholders listed above.

### (Identify Program) Advisory Committee Meeting

Date ~ Time

(Lunch Included)

Location

**Purpose:** (Example)

The primary purpose of the local program advisory committee is to assist and provide recommendations to the district 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 changes.

**Objectives:** (Example)

- to provide an opportunity for discussion among educators, business and industry
- to focus on how to improve Career Education (CE) opportunities
- to strive to improve the alignment between CE, business and industry
- to provide expertise to the program by reviewing curriculum, technology, facilities, budget, student competency, and student placement in related occupations

Time	Topic	Item Type	Responsible Person
	Call to Order		Committee Chair
	Welcome and Introductions		Committee Chair
	Approval of Minutes from Last Meeting	Action	Committee Chair
	Announcements: <ul style="list-style-type: none"> <li>• List any announcements here</li> </ul>	Informational	All
	Public Comments: <ul style="list-style-type: none"> <li>• List any public comments</li> </ul>	Informational	All
	Unfinished Business <ul style="list-style-type: none"> <li>• List any unfinished business from last meeting</li> </ul>	Informational and/or Consent	
	New Business/Discussion <ul style="list-style-type: none"> <li>• List any new business up for discussion</li> <li>• List discussion items</li> </ul>	Informational and/or Consent	All
	Updates: <ul style="list-style-type: none"> <li>• Industry Updates</li> <li>• Department/Program Updates</li> </ul>	Informational	All
	Action Items: <ul style="list-style-type: none"> <li>• List any action items</li> </ul>	Consent	Committee Chair
	Next Steps/Comments/Wrap Up: <ul style="list-style-type: none"> <li>• List any matters here</li> </ul>	Informational	All
	Adjournment/Next Meeting		Committee Chair

## APPENDIX C – TEMPLATE FOR MINUTES

Submitted to the Career Education office no later than two weeks after the meeting

### Minutes of the (Identify Program) Advisory Committee Meeting

Date ~ Time

(Lunch Included)

Location

List:

- members in attendance
- members attending as proxy
- members absent
- faculty, staff, and administrators in attendance
- invited guests

Was there a quorum \_\_\_\_Yes \_\_\_\_No (if no quorum, no official business shall be performed)

1. Call to Order: XXX called the meeting to order at XXXX a.m./p.m.
2. Welcome/Introductions
3. Approval of Minutes of Last Meeting – M/S/P to approve as submitted
4. Announcements:
5. Public Comments:
6. Unfinished Business:
  - a. Discussion items
7. New Business/Discussion:
8. Updates:
  - a. Industry updates
  - b. Department/program updates
9. Action Items: M/S/P to approve as submitted
  - a. List any action items noted
10. Next Steps/Comments/Wrap Up:
11. Adjournment:

**NOTE:** The next (Identify Program) Advisory Committee meeting will be held (Insert Date)