

Appendix D – Industry Member Responsibilities (Handout)

This one-page handout shall be distributed to all advisory committee members at the start of each academic year.

SRJC Career Education Industry Advisory Committee Member Responsibilities

Career Education Industry Advisory Committees play an essential role in ensuring program content, materials, and equipment are aligned with industry needs. The Industry Advisory Committee ensures the bridge from curriculum and student success to industry and employment is strong.

Advisory committee members are expected to be knowledgeable about the program and industry needs, advocate for regular improvements, and advise on all program elements.

You Are Expected To:

- Attend meetings, participate in committee discussions, and serve on subcommittees as appropriate
- Carefully study any problem that comes before the committee prior to committing to a final decision
- Be available for consultation between meetings

Your Primary Responsibilities Include:

Curriculum Content Advisement

- Share insight about the training and skills needed by employers in your field
- Evaluate whether graduates possess the entry-level skills employers expect
- Forecast trends so curriculum can stay current

Career Guidance

- Help design Work-Based Learning opportunities for students
- Sponsor or assist with Career Days, mock interviews, and guest speaking
- Provide insights on internships, externships, mentoring, and apprenticeships

Other Ways to Support

- Advise on equipment and software standards
- Help promote the program in the community to boost enrollment
- Support professional development for CE faculty
- Provide financial, legislative, or moral support where possible

Thank you for your generous contribution of time and expertise. Your involvement directly shapes the futures of our students and the strength of our community's workforce.