



SANTA ROSA JUNIOR COLLEGE



Advisory Committee Handbook



FOREWORD

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 preparing, upgrading or retraining for careers requiring other than a baccalaureate or advanced degree.

Excellence in CTE is the goal of instructors, administrators, and industry partners volunteering as 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 instructors 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 industry partners whose experience and abilities represent a cross-section of a particular occupational area or discipline. The primary purpose of the local program advisory committee is to assist and provide recommendations to the district in establishing, operating, and evaluating programs that serve the needs of students, business, and industry and to provide expertise pertaining to technological and subject matter changes.

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 among CTE, business, and industry
- to provide expertise to the program by reviewing curriculum, facilities, budget, student competencies, and 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 Education Act (CTEA) to establish and operate Program Advisory Committees.
- Each CTE program advisory committee is required to meet a minimum of two times each year. *SRJC requires that each program advisory committee meet a minimum of two times per year; once in the fall semester and once in the spring semester.*

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 recommendations 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:

Program Evaluation:

- reviewing goals/objectives of the CTE 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

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 materials

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

MEMBERSHIP & MEETINGS

No fixed number of members 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 7 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 reappointed.

To avoid potential conflicts of interest, committee member shall be encouraged to be non-instructional representatives of the community, business, and industry; have recent related experience; be available to serve their terms; 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. The committee chairperson is responsible for facilitating the meeting and preparing the agenda in collaboration with the department chairperson, program coordinator, or designated faculty member. The agenda shall be forwarded to 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 the academic year. Each committee shall meet at least twice each academic year (once in the fall semester and once in the spring semester). A quorum (50 percent of the official membership + one) of the membership must be present for a meeting to be official and conduct business. Proxy voting will be allowed with written confirmation made to 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 in person, online or as a combination of the two. (Gotomeeting, CCCConfer, etc.)

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

College Community

Dean of Career and Technical Education
Cluster Dean (Santa Rosa and/or Petaluma Campus)
Department Chair
Program Coordinator
Instructional faculty
Instructional staff (full and part time)
Career and Technical Education Outreach Coordinator
Instructional Support Staff
Work Experience Department Representative
Counseling Department Chair or Designated Representative

Educational Partners

Sonoma County of Education designated representatives
High School Pathways designated representatives
Sonoma State University designative representatives
Related/interested education organizations
Grant Partners

Others as a Courtesy

President/Superintendent
Senior Vice President of Academic Affairs
Vice President of the Petaluma Campus
Director of Institutional Research or designated representative
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 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 and those not present, invited guests and a review of the agenda items discussed and outcomes, and a record of all recommendations.

Agendas and Minutes of meetings will be posted on the CTE web page.

APPENDIX A

SAMPLE OF MEETING NOTICE

1st NOTICE TO “SAVE THE DATE”

Dear Advisory Member,

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

The (*Identify Program*) Advisory Committee is scheduled to meet on Tuesday, October 9, 20XX from 11am – 1:00pm at (location). Lunch will be served.

An agenda and directions will follow. If you have any questions or comments please contact me.

Thank you.

2nd NOTICE OF MEETING (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 Tuesday, October 9, 20XX from 11am – 1:00pm at (location). Lunch will be served.

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

Please RSVP by (insert date). If you have any questions or comments please contact me.

Thank you.

APPENDIX B

AGENDA TEMPLATE

(Identify Program) Advisory Committee Meeting

Time

Date

Place

LUNCH PROVIDED AT MEETING

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
 - a.
7. Discussion Items:
 - a. Industry Updates
 - b. Department Update
 - c. Dean's Report
 - d. SRJC Update
8. Action Items:
 - a. Comments
 - b.
9. Adjournment

APPENDIX C

MEETING MINUTES TEMPLATE

(Identify Program) Advisory Committee Meeting

Time

Date

Place

MINUTES of the (Insert Date) Meeting

Members in Attendance:

Members Absent:

Faculty and Staff in Attendance:

Invited Guests in Attendance:

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/Industry comments
4. Unfinished Business
 - a. Discussion Items
5. New Business
 - a.
6. Action Items
 - a) Comments, concerns from the floor – None
7. Adjournment

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

APPENDIX D

SAMPLE MEMBERSHIP LIST TEMPLATE

LAST NAME	FIRST NAME	TITLE	ORG.	ADDRESS	PHONE	EMAIL ADDRESS
Apple	Somebody	Director	Lattic Educational Services	3273 Airway Drive, Santa Rosa CA 95403	707-555-1234	name@cxxx.net
Person	Them Self	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=AFQjCNHktBxE5M0xBbpFIZC90uBhqexH5w&sig2=qvVRQ6F2RFEZ7kKzUK3QXA

Virginia Department of Education. (2007). Advisory committee handbook for career and technical education local administrators. Office of Career and Technical Education.

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