

Guidelines and Procedures for Career & Technical Education Advisory Committees

The purpose of an advisory committee is to provide technical assistance and resources; revise career & technical training program curriculum to meet the needs of business, industry, labor, the professional, technical trades, and/or the community it is designed to serve; and that career & technical education program graduates are capable of performing entry-level skills in the occupation in which they are trained.

An advisory committee is a group of employers and employees from outside the field of education, which provides guidance and direction to educators on the design, development, implementation, evaluation, maintenance, and revision of career and technical education programs.

Successful advisory committees focus on innovative, quality programs. Because representatives on the committee have first-hand information concerning current business trends, technological demands and realistic job requirements, their participation on the committee helps strengthen communication lines between education and the world of work.

Membership

Each advisory should consist of 8-12 individuals who are representative of the industry and of the diversity within the county. No more than one-third of the membership should be made up of adjunct faculty who are working in the field. Additional adjunct faculty, full-time faculty, and college administrators may serve as ex-officio members.

The composition of an advisory committee may include:

- Supervisor/Management persons currently employed in and industry directly related to the specific program
- Business owners
- Non-supervisory persons employed in a capacity performing those competencies directly related to the specific program
- Recent graduates and former students with at least one year of on-the-job experience
- Current student or president of a student organization related to the program.

All Santiago Canyon College representatives are considered ex-officio members without voting privileges. All Santiago Canyon College adjunct faculty are considered ex-officio and do not represent industry.

Biennial Review

At the Coast Community College District level, the California Education Code (Section 78016) requires that, "Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district." This review must ensure that the program meets a clear labor market demand, does not unnecessarily duplicate other training programs, and has demonstrated effectiveness in program completion and employment placements. Programs that do not meet these standards must be terminated.

EDUCATION CODE

SECTION 8070

8070. The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

Frequency of Meetings

California Education Code requires all Career and Technical Advisories to meet once a year in person. Should you choose a second meeting to report year end data and activities, the following web conferencing is available to you free of charge.

Web conferencing is available free through the CCC Confer project which is located at Palomar College in San Marcos, California and funded from a grant from the California Community Colleges Chancellor's Office. The project was initially funded in February 2001 in order to offer the CCC system a viable means to meet and collaborate at a distance. CCC Confer was led by a Project Director, three managers and a small staff. CCC Confer was designed to allow communication and collaboration, using the latest Web conferencing technology, for all staff, faculty and administrators in the California Community Colleges system. It is ADA and Section 508 accessible. CCC Confer continues to be available for all staff, faculty and administrators throughout the California Community College system at www.cccconfer.org

The dates and times for each meeting are planned to allow for the greatest participation by members. The Faculty Chair/Facilitator in conjunction with the Dean and division staff will prepare the agenda for the meeting.

Responsibilities of Committee Members

Each Advisory Committee member is expected to:

- Attend meetings regularly
- Participate in the Committee discussion
- Serve on subcommittees when requested
- Study carefully any problems that come before the Advisory Committee.
- Dean informed of new industry developments pertaining to their program
- Advise on current job needs
- Advise on the relevance of course or program as related to current job needs
- Advise on the development, operation, and evaluation of the program so students may benefit from a quality program.
- Assist with planning for events sponsored by the Advisory Committee
- Review present equipment and facilities and recommend additional/modifications
- Share ideas regarding the "state-of-the-art" equipment currently used by the industry

The Role of the Advisory Committee

Advisory Committees are established to assist in planning, implementing and evaluating each of its career and technical education programs. A single Advisory Committee is established to serve the needs of a specific program whether it exists on one or all of the campuses.

The major functions of Advisory Committees are:

1. To assist staff in determining the workforce development needs in a specific area
2. To assist the college in identifying specific learning outcomes/competencies that program graduates are expected to demonstrate
3. To assist in arranging the defined competencies into the format of an established curriculum
4. To serve as a communication link with other businesses and industries in the area by promoting the program
5. To assist, wherever feasible, in the placement of program graduates
6. To provide feedback to college staff regarding the learning outcome/competency of program graduates and to make recommendations concerning revision and/or improvement of the program
7. To promote career and technical education programs and assist in the development of marketing and recruiting materials
8. To interpret Labor Market Information (LMI) for emerging occupations and to ensure that SCC is developing programs that are relevant for Orange County.
9. To assist in justifying new program proposals by providing employment data from the business or industry such as number of openings and average wages to ensure that the occupation is on the Employment Development Department's (EDD) list of occupation in demand for Orange County.
10. To provide assistance in securing scholarships for potential students for the program
11. To provide CTE programs requiring programmatic accreditation with site visits and self-studies

Duties and Responsibilities of the Department Chairs

The Santiago Canyon College Business, Computing and CTE Division office will facilitate all aspects related to meeting preparation and scheduling of advisory meetings. The college representative is an ex-officio member of the committee and as ensures the following:

- Prepares the agenda in consultation with the committee chairperson other members and arranging for a meeting place.
- Verifies member list of date, time and place of meeting.
- Ensures the administration and affected faculty members are notified where the meeting is being held.
- Arranges with the division office parking permits and other appropriate hospitality to be distributed prior to the event.
- Provides descriptive information about the career and technical education programs
- Prepares minutes of all meetings and submits copies to the members, and Dean.
- Works with division office to mail or email the minutes to all concerned as soon after the meeting as possible.

Recommending Advisory Committee Members

Securing competent advisory members to serve on Advisory Committees is extremely important. Representatives on the Committee should be leaders in the industry with the expertise to provide guidance and direction for the program. Suggestions for nominations may come from any source, including business, industry or the community.

Those responsible for recommending candidates should consider the following:

- Adequate time: The Committee members should be able to devote sufficient time in order to contribute to the program.
- Representatives of the Community: The Committee members should be representative of the geographic region served by the college.
- Representatives of the Career & Technical Education Program – The Committee members should be representatives from highly respected businesses or industries, or from the profession. The employee representative should be a skilled individual who is respected by co-workers and active in his or her profession.
- Representatives from Trade or Professional organizations.

Scheduled Meetings

Advisory Committee meetings are scheduled by the Faculty Chairs/Facilitators. When scheduling meetings, it is important to select times when the maximum number of committee members will be able to attend.

The college representative prepares the agenda topics for committee meeting and the Career Services department mails out the invitations. The agenda should reflect the concerns of the Committee. Items on the agenda should provide an opportunity for members to fully discuss each issue in the context of the complexity of the program.

The agenda should be mail/emailed to each member at least three weeks in advance of allow an opportunity for the member to gather information and be prepared to discuss the items on the agenda knowledgeably.

Planning for the Meeting

Committee discussions should not focus on the agenda, and every attempt should be made to involve the members. It is important to encourage members to actively give information and advice to the program. It is helpful if each member of the Committee is provided with a current roster of the committee membership.

Time should be allowed for open, free discussion on the strengths and weaknesses of the program. Discussions may include relevancy of the courses/programs, performance of graduates, changes in the workforce, emerging trends, review of the college catalog, articulation efforts, brochures and recruiting materials, etc.

Articulation of Programs

Programs that have articulation agreements at one or more institutions must invite representatives from other colleges, high schools and ROC/P's to the Advisory meetings or combine the advisory meetings to maintain program relevance and continuity.