ADVISORY COMMITTEE HANDBOOK

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Introduction

Mt. San Antonio College has always placed a high value on workforce development through the support of strong Career and Technical Education (CTE) programs. These programs are critical to the community and to the local economy, and they provide entry-level employees and incumbent workers with skills to improve their standard of living and provide economic growth to local business and industry. Mt SAC's support and commitment to CTE programs is evident in the college goals:

> *The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals;*

> *The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.*

Purpose of an Advisory Committee

California Education Code requires the support of CTE programs through advisory committees. Title 5, #55601 states:

> *The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide a liaison between the district and potential employers.*

The purpose of an advisory committee is to help ensure that Career and Technical Education programs reflect the needs and current conditions of the workplace. California Education Code also mandates 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 program review must ensure that the program meets a clear labor market demand, that it does not unnecessarily duplicate other training programs, and that it demonstrates effectiveness in program completion and employment placements. Programs that do not meet these standards should be terminated.

Responsibilities of the Advisory Committee include the following:

- Identify specific skills, knowledge and student attitudes that should be included in the program
- Assist the College and department in evaluating the effectiveness of the program and the preparedness of the graduates
- Assist the program in providing work experience, internships, and employment opportunities
- Provide up-to-date information related to emerging business and industry trends
- Assist in the modification and revitalization of existing programs as the needs of industry change
- Recommend changes in facilities, equipment, materials, and staffing
- Assist in marketing the program and recruiting students

Advisory Committee Membership

The advisory committee should be a group of 8-12 employers and

employees from differing backgrounds who will provide the program with a broad range of perspectives. 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 of the advisory committee. The composition of an advisory committee should include:

- Supervisors or managers currently employed in the industry directly related to the specific program, preferably those who have recently served as site supervisors for program work experience
- Business owners familiar with entry-level employment requirements
- Non-supervisory employees performing competencies directly related to the program
- At least one member knowledgeable about the challenges faced by displaced workers and homemakers, second language learners, migrant workers, and other special populations;
- Recent graduates and former students with at least one year of job-related experience
- Student leaders from Career and Technical Student Organizations;
- Faculty from other colleges, high schools and ROPs that share articulation agreements with the program
- Division job developers and counseling liaisons to the programs

Meeting Frequency

California Education Code requires that all Career and Technical Advisories meet formally once a year. **Deans and Associate Deans should be notified as soon as a date is determined.** The dates and times for each meeting should be planned to allow for the greatest participation by

members. It is preferable that advisory meetings be held in the Fall semester and should occur prior to March. This schedule allows the integration of committee recommendations into the annual planning process, ePIE. Web conferencing is an encouraged and acceptable method that can be used to follow up on the annual formal meeting. It is available free of charge through CCC Confer and is accessible to all staff, faculty, and administrators throughout the California Community College system at www.cccconfer.org. Departments with multiple disciplines are encouraged to schedule a joint meeting to cover items common to all and then conduct break out sessions by discipline. An additional time saving option is to send certain consent items out with the invitation (e.g. review of pre-reqs); this allows members to vote along with the RSVP and clears the agenda for business requiring discussion.

Meeting Location

Advisory meetings may take place on campus in order to provide the committee access to the program, to classrooms, to equipment, and to its resources. Departments are encouraged to explore the idea of a regional advisory in which programs at colleges in the region share the meeting, saving time for members and allowing for dissemination of ideas.

Meeting Procedures

According to the faculty contract, section 18.F.11., it is the responsibility of the department chair to "Represent departmental issues, planning priorities, needs and responses at …advisory …meetings." The department chair or other faculty serving in leadership roles (e.g. Program Director) should organize the meetings. The facilitator has the responsibility of making sure

that the advisory committee understands its function, its responsibilities, and its role. In addition, the facilitator is responsible for completing the following tasks **prior to the meeting**:

- Securing the meeting location and making the room reservation
- Notifying the Division Dean/Associate Dean, Department Chair (if applicable), Career Services Specialist, and Counseling Liaison of the date
- Verifying membership
- Preparing the agenda in consultation with department and advisory members
- Securing hospitality funding by completing/submitting required requisitions
- Creating the invitation

The advisory committee invitation should be sent out one month prior to the meeting to allow industry representatives sufficient time for scheduling. The packet should include the following:

- Invitation (see note above regarding voting connected to RSVP process)
- Roster of advisory members
- Agenda (see sample agenda)
- College map and parking permits
- Advisory Committee Handbook

It is important for the advisory committee to provide programs with advice that leads to instructional improvement. This goal is achieved through open discussions on the strengths and weaknesses of the program. Discussions

may include:

- Performance of graduates

- Current skillset requirements

- Emerging industry trends

- Student performance in work experience placements

- Program level Student Learning Outcomes

- Articulation efforts

- Quality and condition of instructional equipment

In order to deal with these issues, the agenda should include time to address questions about the quality of the program. The faculty is integral in directing the development of these questions based on their individual subject matter expertise and on their Student Learning Outcomes assessment results. Questions that lead to program improvement may include:

- Does the instructional equipment available in the laboratory classrooms support industry required skills?

- What are the challenges to developing consistent work experience agreements?

- What should students know or be able to do as a result of completing a level I certificate?

- How are program completers performing on specific job task(s)?

In posing questions that explore the quality of the program, faculty members are better able to identify where improvements should be made. Strategies can then be developed and implemented to support the goals of the College and to improve the program.

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The department chair/facilitator is responsible for completing the following tasks **during the meeting**:

- Leading positive productive dialog within prescribed time frames
- Redirecting derailed conversations
- Accurately capturing advisory input
- Assessing the strengths and weaknesses of the committee membership to better prepare for the following year

The department chair/facilitator is responsible for completing the following tasks **following the meeting**:

- Preparing the minutes and submitting copies to committee members for approval (see advisory agenda template on "real-time" minutes)
- Providing the Division Office with advisory documentation that includes: letter of invitation, committee roster, agenda, and approved minutes
- Incorporating advisory committee results into the program review process through ePIE

Developing and maintaining a functional advisory committee is a challenging task for CTE programs. Striking the right balance with an advisory committee is a matter of communication, trust, and an understanding that the committee acts in the best interests of the program, its students, and the community.

PLANNING GUIDE/CHECKLIST

Task	Person Responsible	Completion Date	Notes/ Reminders
Before the Meeting			
Update Advisory Roster in consultation with dept and Job Developer	Facilitator		
Check college calendar Select meeting date	Facilitator in consultation with faculty		
Notify Deans & Associate Deans, Job Developer and Counseling Liaison of meeting date	Facilitator		
Secure/reserve room location	Facilitator		
Secure Hospitality Funding	Facilitator		
Secure Advisory Parking Permits	Facilitator		
Provide materials to committee members (1 month prior to meeting)	Facilitator		
Send email or call to remind committee members (1 week prior to meeting)	Facilitator		
Generate questions	Faculty Members		
During the Meeting			
See sample meeting agenda for specific suggestions			
Consider utilizing a projector and creating 'real time" minutes to allow for immediate advisory input and approval at the conclusion of the meeting	Facilitator		
After the Meeting			
If "real time" minutes were not utilized, prepare minutes and email to committee for approval	Facilitator		
Provide advisory documentation to Division office: Letter of invitation, roster, sign in sheet, agenda/minutes	Facilitator		

Incorporate committee recommendations into program review process through ePIE	Facilitator		
Attach advisory minutes to all four year review and course modifications submitted through webCMS.	Facilitator		

SAMPLE E-MAIL INVITE

DATE: October 15, 2015

TO: Advisory Committee Members

FROM: [Your name and title]

RE: 2015-2016 Advisory Committee Meeting

The [Program Title] Advisory Committee Meeting for the 2015-2016 school year will meet on [Meeting Date] at [Meeting Time] in [Meeting Room] at Mt. San Antonio College. Please park in staff parking lot [number] as identified on the enclosed campus map. For your convenience, a temporary parking permit is also enclosed. Please be sure to display the permit on the windshield or on the dashboard of your car.

Your participation is appreciated, and we look forward to meeting with you on [Meeting Date]. If you are unable to attend, please send a designee from your company.

Please RSVP to [Your Contact Information] by [date to RSVP].

Respectfully,

[Your name]
[Your Program]

[Date]
[Prospective member's name]
[Address and contact information]

Dear [prospective new member]

Mt. San Antonio College prepares students for employment and offers a wide range of Career and Technical Education programs that are rooted in business and industry. These programs must provide appropriate training to our students, as well as a reasonable expectation of employment opportunities within the community. The advisory committee is key to this process. Career and Technical Education faculty together with members of the community representing business, industry, labor, and government make up the committee, which advises the college in a variety of areas essential to the development and support of quality Career and Technical Education programs.

As a community member with knowledge and experience in this field, you are invited to serve on the [your program] advisory committee. The service you provide will help ensure that our program is operating effectively and meets the needs of our students and our local business community.

Advisory committees meet at least once a year. Additional meetings may be scheduled if the committee as a whole agrees that there is a need. Your advice and/or expertise may also be sought via phone, via written communication, or via email.

If you are willing to serve, or if you have any questions regarding your service on this committee, please contact [your contact information]. Information regarding meeting schedules and agenda items will be sent to you prior to the first meeting.

We look forward to working with you and hope that you will enjoy your partnership with Mt. San Antonio College.

Respectfully,
[Your name and contact information]

[Date]
[Prospective member's name]
[Address and contact information]

Dear [prospective new member]

You have been identified as a leader in the HVAC industry by a representative or faculty member at Mt. San Antonio College. Because of your status, we are asking you to attend Mt. SAC's Air Conditioning and Refrigeration Advisory Committee Meeting on Thursday, February 7, from 4:30 to 6:30 p.m. in building 69, room 124 in Mt. SAC's Air Conditioning and Refrigeration Department.

The advisory process is critical to the development and to the maintenance of career and technical education programs at the community college. The committee assists in the review of curriculum, in program improvement projects, and in planning for the upcoming year.

The focus of this year's meeting is the integration of building automation into the air conditioning and refrigeration curriculum. In addition, we will review lab projects conducted in our advanced mechanical and electrical labs.

We appreciate your perspectives as we plan for 2008 and beyond. Please let us know if you will be attending by calling our department at (909) 594-5611 ext. 4639.

Respectfully,
Lanny Richardson
Air Conditioning and Refrigeration
Mt. San Antonio College

[Date]
[Prospective member's name]
[Address and contact information]

Dear [prospective new member]

Mt. San Antonio College recognizes the leadership you have provided in Energy Management and the contributions you have made to our students. Because of your demonstrated commitment, we are requesting your participation as an advisory committee member in developing a course that prepares students to participate in college internships and work experience. This advisory meeting is scheduled for Friday, January 22nd from 10:00 a.m. to 12:00 p.m. in building 40, room 122.

Advisory meetings are the foundation for developing career and technical education curriculum. We seek your knowledge of the workplace and expectations of entry-level employees to establish the outcomes of a course preparing them for internship. Your participation will help prepare students as they explore careers and plan for their futures.

Please let us know if you are able to contribute to this important process by replying to this email or by contacting Anna Acosta at (909) 594-5611 ext. 5407.

Respectfully,

Darrow Soars
Acting Associate Dean, Career and Technical Education
Mt. San Antonio College
Walnut, California
(909) 594-5611 Ext. 6438

ADVISORY COMMITTEE ROSTER/SIGN-IN SHEET

Date:_____Time From:_____To:_____

Please Print

Name:	
Company:	
Email address:	
Address:	

City:	State:	Zip:
Telephone Number:	Fax Number:	

Please Print

Name:	
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ADVISORY COMMITTEE ROSTER/SIGN-IN SHEET

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Name:	
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Email address:	
Address:	

City:	State:	Zip:
Telephone Number:	Fax Number:	

Program Name
Advisory Committee Agenda
Date
Time
Location

			,Faculty	,Division Dean
			,Faculty	,Division Assoc Dean
			,Faculty	
			,Faculty	
			,Faculty	, Career Specialist
			,Faculty	,Counseling Liaison

Item *Consider setting time limits to stay on track during the meeting*	Discussion	Outcome/Action Needed
Welcome and Introductions (Dept Chair)		
Division Dean/Associate Dean	Purpose of Advisory	
Approval of Minutes – Mandatory *Consider "real time minutes" in which the advisory approves what has been transcribed during the meeting at the end of the meeting.*		
Advisory-Driven Program Improvements to date *This should be 10 minutes or less- hit the*	Curriculum Modifications: *Recap of advisory driven improvements to curriculum to since the last meeting* Donations *Recap of donations since last meeting*	

Item *Consider setting time limits to stay on track during the meeting*	Discussion	Outcome/Action Needed
high points. It's a place to celebrate the power of the Advisory! *This information could be emailed out with invitation.*	o Supplies o Equipment Work Experience Opportunities *Recap of WE placements since last meeting- this should be #s not names and names of industry partners* Externship Opportunities *Recap of externship placements since last meeting- this should be #s not names and names of industry partners* Employer Presence *Recap of employer presence at Mt. SAC since last meeting* o Employer Panels o Lunch and Learns	

Item *Consider setting time limits to stay on track during the meeting*	**Discussion**			**Outcome/Action Needed**
Program Success Data		**2012-2013**	**2013-2014**	
	Certificates ARGOS Report SHR0009			
	Degrees ARGOS Report SHR0009			
	Licensures https://www.mtsac.mtsac.edu/financialaid/licensureExamRates.html			
Summary of Current and Projected Employment Outlook *Contact Center of Excellence* *Director, Lori Sanchez for a targeted report.* *Please allow 2-3 weeks for processing*	LMI Data			

Item *Consider setting time limits to stay on track during the meeting*	Discussion	Outcome/Action Needed

Alumni Input
Note: This could be moved up
	Survey results
	   o Employment status
	   o Completer satisfaction with the program
	   o Valuable suggestions for improvement	

MT. SAC
Mt. San Antonio College

Item *Consider setting time limits to stay on track during the meeting*	Discussion			Outcome/Action Needed
Advisory Input *Note: This is could be moved up*	**Changes in Technology:** **Hiring Preferences and Practices:** What are the characteristics/skills sought in new hires? What skills are lacking in current applicants or work experience participants? **External Factors impacting the industry**			
2 year Requisite Review-Mandatory *(1/2 of courses must be reviewed each year)* Due date: May 15	**Course Title**	**Current Pre-requisite (PR), Co-requisite (CR), Advisory (A)**	**Appropriate Requisite Y/N**	**Advisory Comments/Recommendations:**
	Sample: ELEC 12	*ELEC 51 (A)*	Y	*Samples:* *Advisory pre-req is appropriate/ Maintain current advisory prereq for ELEC 12*

MT. SAC
Mt. San Antonio College

Item *Consider setting time limits to stay on track during the meeting*	Discussion			Outcome/Action Needed
This portion could be sent out for a vote with the invitations and tallied with the rsvps	XX	Math 51 (PR)	N	Current pre-req is i*nsufficien*t preparation for target course. *Replace with Math 71*
Curriculum Review -Mandatory Due Date: 4 year review & Modifications May 15 *If there are no modifications, this portion could be sent out for a vote with the invitations and tallied with the rsvps*	**Course Title**	**4 Year Review Y/N**	**Modification Y/N**	**Advisory comments Recommendations**

Documentation of Program Needs-Mandatory	Current Program Needs
	  ○ Equipment
	  ○ Staffing
	  ○ Professional Development
				Tally of Advisory vote in support of Perkins request *(Note: documented advisory support is required for all Perkins applications. Give name of piece of equipment or specific title of conference, etc.):*

Program Name
Advisory Committee Agenda
Date
Time
Location

Item *Consider setting time limits to stay on track during the meeting*	Discussion	Outcome/Action Needed

	Additional needs identified through advisory input
	   o Equipment
	   o Staffing
	   o Professional Development	

Tour of Facilities		
Future Meetings		