

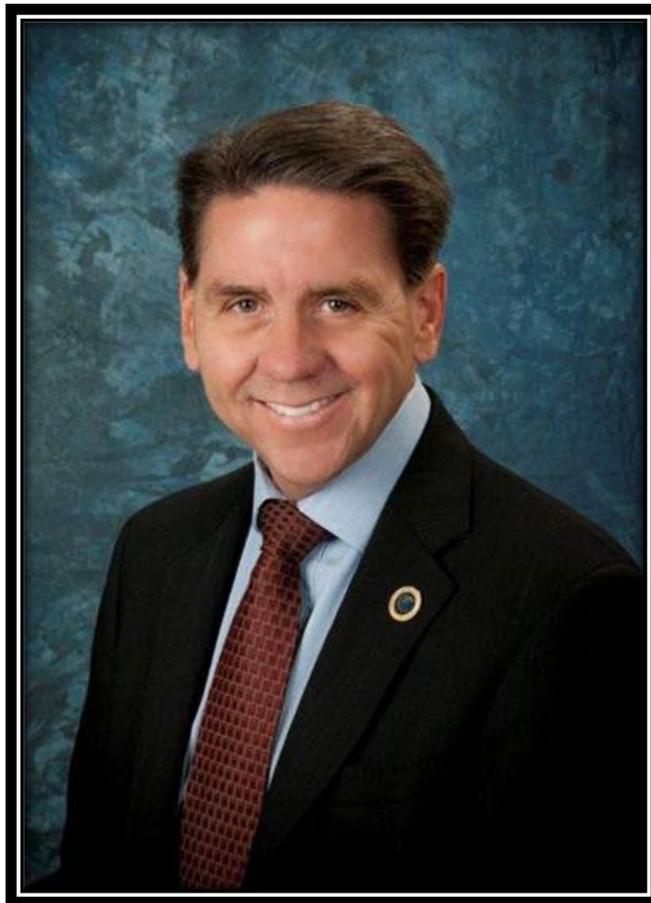
CAÑADA COLLEGE

ADVISORY COMMITTEE HANDBOOK

San Mateo County Community College District



Revised 7.1.13



MESSAGE FROM THE PRESIDENT

Dear Advisory Committee Member,

Thank you for volunteering your time and expertise for the benefit of Cañada College students. Your specialized knowledge and advice on technical and professional requirements in specific areas of employment are critical if the college is to provide the state of the art training that will be enable students to be successful in a competitive workforce environment.

The community colleges are the backbone of effective workforce preparation. Our success in this endeavor is connected directly with your advice and support and I am very grateful for your assistance.

Best,

Larry G. Buckley, PhD
President

**A SUGGESTED HANDBOOK TO THE OPERATION OF
CAREER AND TECHNICAL EDUCATION
PROGRAM ADVISORY COMMITTEES**

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INTRODUCTION

Today's rapidly changing society requires that educational entities and the communities they serve work closely together, especially in Career and Technical Education Programs. The mission of Career and Technical Education (CTE) is to assist schools in providing students with skills necessary for a successful transition to postsecondary education or work and a desire for life-long learning in a global society.

Excellence in career and technical education is the goal of teachers, administrators, and volunteer advisory committee members. Bringing Employers and Educators together on Advisory Committees provides a format for sharing information and ideas. In the state of California, the regulations clearly state that each CTE program shall have an active advisory committee which includes industry partners.

Program advisory committees are organized to provide advice and assistance to the teachers and administrators of specific programs. To be sure students are learning the most current skills; employer's staff are an integral part of designing and updating curriculum.

The purpose of this handbook is to provide you with helpful information in (1) establishing an advisory committee and (2) maintaining a desired relationship with that advisory committee. To a significant degree, the success of the advisory committee will depend on everyone's input and effort. The recipients of your efforts will assist students, faculty, staff, and administrators over the particular program.

A LOCAL VOCATIONAL ADVISORY COMMITTEE IS...

A group of employers and employees from outside the field of education who advise educators on the establishment and maintenance of career and technical education programs. (This handbook uses the term "committee"; however, "council" and "committee" are interchangeable—federal regulations use the term "council.")

In this document the terms "vocational" and "career and technical" may be used interchangeably. Although "career and technical education" (CTE) is more commonly used in recent years, the term "vocational" is used in both federal and state legislation.

WHAT IS A PROGRAM ADVISORY COMMITTEE?

A program advisory committee is a representative group of individuals whose experience and abilities represent a cross section of a particular occupational area. The primary purpose of the local program advisory committee is to assist educators in establishing, operating, and evaluating programs which serve the needs of students, business, and industry, and to provide expertise pertaining to technological change.

WHY ARE PROGRAM ADVISORY COMMITTEES NEEDED?

Committees are needed:

- To provide expertise to the program by reviewing curriculum, facilities, budget, student learning outcomes, and student internships in related occupations
- To provide an opportunity for discussion among people in education, business and industry
- To focus on how to improve career and technical education (CTE) and make the most of the community resources that are available
- To strive to improve the relationships between CTE, business, and industry

Requirements: Local schools and institutions that operate CTE programs receive state and federal funds, and are required by federal and California regulations to establish and operate Program Advisory committees.

WHAT ARE SOME ADVISORY COMMITTEE ACTIVITIES?

The program advisory committee can assist with the following activities:

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 material
- Encouraging contextual education in the classroom

Program Evaluation:

- Reviewing goals/objectives of the Career & Technical Education 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
- Staying current on new legislation

Job Placement and Recruiting:

- Providing students with cooperative education internships/training or job shadowing opportunities
- Sharing of full and part-time job opportunities with students
- Coordinating potential job openings with employers
- Conducting occupational surveys and employment forecasts
- Assisting in recruiting teachers

- Assisting in recruiting new students—secondary, postsecondary, and adult
- Assisting in recruiting new advisory committee members

In-service Training:

- Providing summer and part-time employment experiences for teachers to upgrade skills
- Providing in-service activities for the teacher on current methods and processes
- Obtaining counsel and assistance on special problems and new undertakings

Public Relations:

- Obtaining effective media coverage
- Displaying poster and other publicity
- Recognizing outstanding career and technical education educators
- Recognizing outstanding students
- Being visible in support of programs during public and special events
- Presenting to civic and community groups
- 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

HOW ARE ADVISORY COMMITTEE MEMBERS CHOSEN?

The committee members should be selected according to established guidelines. A general outline for selecting the committee membership is as follows:

1. Prepare a prospective list that includes:
 - Representative of:
 - Business
 - Industry
 - Other schools' programs
 - Persons who:
 - Have recent related experience
 - Are available to attend
 - Are interested in education (including a student representative)
 - Diversity in:
 - Gender
 - Ethnicity
2. Interview the prospective members, explaining purposes, nature, and term of membership. Determine if their participation would benefit the program.
3. Send letter of appointment from the Dean of the respective division or appointed designee stating the date, time, and place of the first meeting.
4. Business and industry representation should comprise a majority of committee membership, and school representatives may only serve in an ex officio (by virtue of or because of office) capacity.

HOW ARE THE MEETINGS CONDUCTED?

All meetings should be well organized, with an atmosphere of open participation and consideration of time. Reference Appendix C & D

Members should receive the agenda in time for adequate review before the meeting, a minimum of two weeks in advance. Minutes of the last meeting should be provided with the agenda for the upcoming meeting. Any other material that committee members need to study in advance of the meeting (for example, proposed curriculum changes) also should be provided with the agenda.

In order to prepare for subsequent meetings, the committee chair presumes the responsibility to:

- Plan an agenda
- Prepare items for representation
- Arrange for meeting space
- Prepare special and progress reports
- Send copies of minutes and recommendations to the Dean, advisory board members, VPI, or others, as appropriate

WHAT ARE THE ROLES OF ADVISORY COMMITTEE MEMBERS AND OFFICERS?

Faculty Members:

The key to a successful program advisory committee are the faculty members. The faculty members should be enthusiastic and willing to take on extra responsibilities. These people are the promoters who do most of the detailed work if a program advisory committee is to be successful. Specifically, the faculty members should:

- Be sensitive to points of view and suggestions from the committee
- Act as liaison from the committee to the administration

Committee Chair:

The Chair may be elected directly into that position or the vice chair may be elected to serve as the next chair. The responsibilities of the Chair may include the following:

- Be sensitive to the views of the members
- Be able to listen critically
- Exercise good judgment and fairness
- Spend more time than other members on the affairs of the committee
- Be well informed about the CTE program and his/her field
- Appoint special committees as the need arises, which may include persons other than committee members
- Meet with the teachers or program director to prepare an agenda prior to a forthcoming meeting
- Arrange for special presentations
- Prepare reports
- Establish meeting agenda
- Encourage a relaxed atmosphere conducive to productive discussion
- Plan committee activities and providing sufficient background information when needed

- Approve all announcements, notices, and other information sent to committee members
- Preside over all meetings, lead discussions, and bring closure on key points of discussion

The chair should avoid:

- Acting as the final authority on all subjects
- Putting pressure on the group to agree with his/her own personal views
- Chairing subcommittees
- Discussing questions or issues that are outside the purpose of the committee

Committee Vice Chair:

The Vice Chair may be elected to serve as the next chair of the committee following a set time as Vice Chair and:

- Work closely with the chair on all tasks
- Serve as the leader for many of the committee's activities
- Perform specific tasks assigned by the Chair

Secretary/Recorder:

This person should act as the liaison between the school and the community and maintain a close working relationship with members of the committee. The secretary also may assist the chair in setting the tone of the committee activities.

The responsibilities of the secretary are:

- Keep records of the attendance of members at meetings
- Keep a record of discussion and recommendations
- Maintain a permanent record file of advisory committee activities
- Accompany the committee chair to visit school personnel and explain committee actions

Committee Members:

Committee members should:

- Be an active participant of the group
- Be sensitive to the views of the members
- Be able to listen critically
- Exercise good judgment and fairness
- Serve on special committees as the need arises

HOW LONG WILL COMMITTEE MEMBERS SERVE?

An average term is two years with replacement members being added as needed.

HOW ARE VACANCIES ON THE COMMITTEE FILLED?

The replacement should be appointed through the same procedure as the original appointments to fill the unexpired term.

WHAT HAPPENS TO COMMITTEE ADVICE AND RECOMMENDATIONS?

The committee:

- Submits advice and recommendations to the program teacher(s), the administrator of Career and Technical Education, and other appropriate administrators
- Works cooperatively with the faculty, administrator, and designated school board to improve the quality of the CTE program
- Sends minutes of the meeting to all instructional personnel and appropriate administrators and to the District Board of Trustees, when requested
- Presents an annual written plan of action that includes a formal evaluation of the committee's activities and accomplishments each year

See Appendix G for criteria for evaluating the effectiveness of the program advisory committee

RECOGNITION OF MEMBERS

Advisory committee members willingly give time and expertise in service to the school. The school, in return, should recognize their service in every way possible. Public recognition also benefits the school. Community leaders who voluntarily associate themselves with a vocational program add to that program's prestige. Suggestions for recognition include the following:

Members will be presented with a certificate of appreciation at the end of every year of service.

LIST OF APPENDICES

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APPENDIX A

MANDATE FOR LOCAL PROGRAM ADVISORY COMMITTEES

Education Code Section 78016

(a) 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 to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- (1) Meets a documented labor market demand.
- (2) Does not represent unnecessary duplication of other manpower training programs in the area.
- (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

ACCJC Accreditation Standards

Standard II: Student Learning Programs and Services

A. Instructional Programs

2b. The institution relies on faculty expertise and the assistance of advisory committees where appropriate to identify competency levels and measurable student learning outcomes for courses, certificates, programs including general and vocational education, and degrees.

California Regulations related to vocational education accepts the federal laws relating to vocational education.

Section 1. Vocational-technical education programs shall be designed to serve secondary students. Instructional programs shall not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability.

Section 2. Vocational-technical instruction shall be provided within the following program areas: Agriculture, Business and Office Technology, Health and Personal Services, Home Economics, Industrial Technology Education, Marketing, Environmental Education, Special Vocational-Technical Programs, and other program areas designed to meet emerging technologies and the needs of business and industry.

Section 3. The instruction shall be designed to accomplish one (1) or more of the following objectives:

1. Prepare individuals for employment in skilled or technical occupations
2. Prepare individuals for transition from education and training to work
3. Assist individuals in making meaningful occupational choices
4. Upgrade and update individuals in their present occupations or
5. Retrain existing workers

Section 4. The content of instruction in vocational-technical education programs shall:

1. Be based on a consideration of the skills, attitude, and knowledge required to achieve the objectives of instruction and include a planned sequence of those essentials of education or experience (or both) deemed necessary for the individual to achieve objectives.
2. Be developed and conducted in consultation with potential employers and other individuals having skills and substantive knowledge of the occupation or the occupational fields included in instruction.
3. Include the most up-to-date technology and skills necessary for competencies required to meet the objectives of instruction
4. Be sufficiently extensive in duration and intensive within a scheduled unit of time to enable the student to achieve the objectives of instruction.

Section 5. The vocational-technical program of instruction shall coordinate classroom instruction with field, laboratory, cooperative work, or other work-based experience which:

1. Is appropriate to the objectives of instruction.
2. Is of sufficient duration to develop competencies necessary for the student to achieve those objectives.
3. Is supervised, directed, or coordinated by persons qualified as determined by the State of California's Minimum Qualifications standards.

Section 6. Recognized vocational student organizations and leadership activities shall be an integral part of the instructional program and shall be supervised by qualified Career Technical Education personnel.

Section 7. Each program shall have an active advisory committee, as required by the rules and regulations of California.

Section 8. Assessment of the career technical education programs shall be conducted in accordance with requirements and instruments.

Section 9. If applicable, all career technical education programs shall operate according to guidelines developed by state or national licensure, certification, and registration agencies having jurisdiction over graduates who seek employment in occupations governed by those agencies.

Section 10. The facilities for a career technical education program shall be of adequate size and designed to accommodate the activities and number of workstations unique to each program. Classrooms, libraries, laboratories, and other facilities, including instructional equipment, supplies, teaching aids, and other materials, shall be provided in quantity and quality to meet the objectives in the career technical instruction.

Section 11. Programs offered by any eligible recipient of federal funds shall be disapproved if program requirements are not met.

APPENDIX B

SAMPLE APPOINTMENT LETTER (COLLEGE STATIONERY)

Current Date

Ms. Susan Smith
Computer Technology, Inc.
3814 Place Drive
Redwood City, CA 940XX

Dear Ms. Smith:

It is with great pleasure and appreciation that the SMCCCD/Cañada College welcomes you as a member of the Computer Business Office Technology (CBOT) Program Advisory Committee. Your appointment is for a two-year term effective _____.

Your knowledge and expertise in _____ and your interest in Career & Technical Education (CTE) qualifies you as a highly valuable member of the committee. We hope you will find this a rewarding experience.

Your interest in Career and Technical Education and your willingness to serve as an advisory board member here at Cañada College is greatly appreciated.

If you have any questions, please contact me or _____, faculty coordinator of the department.

Sincerely,

VPI or Dean
(650) 306-xxxx
E-mail

APPENDIX C

SAMPLE AGENDA FOR PROGRAM ADVISORY COMMITTEE

- 1) Call to Order
- 2) Roll Call
- 3) Instructions
- 4) Approval of minutes
- 5) Adoption of the agenda
- 6) Unfinished business
- 7) Reports
- 8) New business
- 9) Plans for next meeting
- 10) Other items
- 11) Adjournment

APPENDIX D

SAMPLE FORMAT FOR MEETING MINUTES

Minutes of _____ Program Advisory Committee Regular Meeting

Date: _____ Time: _____ Location:

Members Present:

Members Absent:

Guests Present:

Meeting Objectives or Agenda:

Reports:

Decisions Made:

New Business and Future Meetings:

Respectfully submitted by:

Committee Secretary
(Typed names and signatures added)

Committee Chair

NOTE: ADVISORY MINUTES MUST BE HOUSED IN DEPARTMENT COORIDNATOR’S OFFICE AND DIVISION OFFICE.

APPENDIX E

SAMPLE PROGRAM OF WORK (YEAR)

An advisory committee helps the total career and technical education program in the following ways:

- Assists Cañada College in developing long-range goals and plans and in studying community needs
- Recommends a total career and technical education program design
- Suggests additions, deletions or revisions of career and technical education programs when needed to meet community needs
- Assists and reviews the program’s mission statement, student learning outcomes, program learning outcomes, and overall, program goals
- Suggests time frames and priorities for the implementation of these plans
- Conducts evaluation of the total career and technical education program and recommend procedures for change as a result of this evaluation
- Provides public information, financial and legislative support for the career and technical education program
- Investigates the need for new career and technical education programs in the community

This assistance may take the form of the creation of an annual program of work for the committee and/or the career and technical education program. The program of work may be formalized into a document that may look like the example below. By sharing the yearly program of work with the advisory committee, the teachers may find additional resources, support, and ideas. (The Responsible Party may include an advisory committee member.) This document will also be included in the Annual Program plan that is required by Cañada College on a yearly basis.

Program of Work for (Name of CTE Program)			
Objectives	Activities	Responsible Party	Target Date

APPENDIX F

SAMPLE CONSTITUTION AND BYLAWS

CONSTITUTION (SMCCCD/Cañada College)

ARTICLE I – NAME AND PURPOSE

This Committee shall be known as the SMCCCD/Cañada College Program Advisory Committee for the CBOT (program). The Advisory Committee shall provide leadership in and promote the development of the CBOT program as it relates to and meets the needs of the students, the community, and the public. The Committee shall advise the teachers in the program and the administration on matters related to the program area.

ARTICLE II – MEMBERSHIP

Number of Members

A simple majority of the members will be representative of business and industry. In addition, representatives should include a student in the program and representatives from the educational community.

Appointments and Terms

Each appointment of a program advisory committee member shall be for two years, except when the appointment is to fill an unexpired term.

At least two-thirds of the members shall be retained each year with one-third of the membership being appointed each year. An outgoing member may be reappointed by a majority vote of membership present.

An individual will automatically lose membership on the Committee if he/she fails to attend three successive meetings without presentation, in advance, to the chair of the committee, a valid reason for his/her absence.

Program Advisory Committee members may submit names of potential members for the committee. Final recommendations are made by the faculty member(s) with the approval of the appropriate administrator. The appointments are made by Cañada College.

The new term of a new Committee member shall begin on the first day of the academic year in August.

Ex-Officio Members

Ex-Officio members shall be:

- Appropriate administrators
- Appropriate program coordinators or supervisors
- Faculty in the program area

BYLAWS

SECTION A – OFFICERS AND THEIR DUTIES

The officers shall be: a Chair, a Vice-Chair, and a Secretary.

The officers shall be elected annually by a majority vote of the Committee members at the last meeting during the school year. Officers may be re-elected to the same office.

The Chair shall be elected from among those members who have served at least one year. The Chair's duties shall:

- Be sensitive to the views of the members
- Be able to listen critically
- Exercise good judgment and fairness
- Be able to work closely with the faculty
- Spend more time than other members on the affairs of the committed
- Be well informed
- Preside at the meeting of the Committee
- Appoint special committees as the need arise, which may include persons other than committee members
- Meet with the faculty or program director to prepare an agenda prior to a forthcoming meeting
- Arrange for special presentations
- Prepare reports

Recommended responsibilities include:

- Establish meeting dates and calling meetings to order
- Plan the meeting agenda
- Encourage a relaxed atmosphere conducive to productive discussion
- Plan committee activities and providing sufficient background information, when needed
- Maintain personal contacts with members and college personnel
- Approve all announcements, notices, and other information sent to committee members
- Preside over all meetings, lead discussions, and bring closure on key points of discussion

The Chair should avoid:

- Acting as the final authority on all subjects
- Putting pressure on the group to agree with his/her own personal views
- Chairing subcommittees
- Discussing questions or issues that are outside the purpose of the committee

The Vice-Chair shall be elected from among those members who have served at least one year. The Vice-Chair's duties shall:

- Be elected to serve as the next chair following a set time as vice chair
- Work closely with the chair on all tasks
- Serve as the leader for many of the committee's activities
- Perform specific tasks assigned by the chair

The secretary/recorder shall:

- Act as the communication liaison between the college and the community
- Maintain a close working relationship with member of the committee
- Assist the chair in setting the tone of the committee activities

The responsibilities of the secretary/recorder are to:

- Keep records of the attendance of members at meetings
- Keep a record of discussion and recommendations
- Maintain a permanent record file of Advisory Committee activities
- Distribute minutes of Committee meetings and copies of other Committee documents to committee members, faculty, and others who may be concerned. He/she shall have the assistance of the division's staff and the use of the school facilities in performing these functions
- Send copies of minutes and reminders to the chief administrative officer
- Arrange for meeting space
- Notify members and guests of meeting time/location
- Prepare and forward necessary correspondence
- Provide statistical information about the school and prepare progress reports
- Accompany the committee chair to visit school personnel and explain committee actions.

SECTION B – MEETINGS

Preferred two regular meetings of the Committee shall be held during the school year.

Written or electronic notice of each regular meeting will be sent to members.

Special meetings of the Committee may be called by the chair, as needed throughout the year. The time of advance notice shall be appropriate in terms of the reason for the urgency of the meeting.

SECTION C - RECOMMENDATIONS AND REPORTS

Any formal resolutions or recommendations from the Committee shall be in written form. They shall include the number of Committee members present and voting, and the number favoring the resolution or recommendation.

All resolutions and recommendations shall be presented to the Program Coordinator or Division Dean, who shall then present them to the administration, who shall present them to the Board of Trustees, if asked.

SECTION D – EVALUATING COMMITTEE EFFECTIVENESS

The Program Advisory Committee will evaluate effectiveness at the final meeting of each academic year.

Goals and objectives will be formulated at the first regular meeting of the school year, utilizing implications from the spring evaluation.

SECTION E – BYLAWS CHANGES

These bylaws may be amended or added to by two-thirds vote of active members at any regular or special meeting if at least ten days written notice has been given to each member.

APPENDIX G

CRITERIA FOR EVALUATING THE EFFECTIVENESS OF THE PROGRAM ADVISORY COMMITTEE

CRITERION	YES	NO
Committee has held at least two meetings.		
Committee utilizes an up-to-date constitution and bylaws to govern its operations.		
Committee elects officers on a regular systematic basis (yearly).		
Committee reports formally to the appropriate administrators for the SMCCCD/Cañada College.		
Committee is officially recognized by the College and members are officially appointed by the College.		
Committee membership is diverse in gender and ethnicity, and is composed of individuals who represent a broad cross-section of the occupational area; including labor, supervisors, managers, staff, and students.		
Committee meeting minutes are maintained as a permanent record and are distributed to the appropriate administrators and members of the advisory committee.		
Agendas are prepared and distributed in advance of each meeting.		
Members are notified of meetings in a timely manner.		
Committee members are aware of the specific purposes of the committee.		
Faculty and administrators attend the committee meetings regularly.		
Committee members are publicly recognized for their service.		
Committee meetings are well attended by members.		
Committee has been involved in the development and review of the program curricula.		
Committee has reviewed the current program curricula to determine if it is meeting the needs of the students and the projected employment needs of business and industry.		
Committee promotes and publicizes the program.		
Committee develops and carries out a yearly program of work.		
Committee assesses the impact of recommendations yearly.		
The committee reviews yearly outcome data from the program, including student competencies achieved, placement rates, graduation rates, etc. (Data is stored within Inside Canada link and click on the Planning, Research and Student Success site)		

NOTES:

NOTES:

**Cañada College
Office of Instruction
4200 Farm Hill Boulevard
Redwood City, CA 94061**

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