

Career Technical Advisory Board Handbook

2017 edition

Welcome to the user friendly Advisory Board Handbook for Lane Community College. This handbook is designed to assist you in coordinating input from both local professionals and LCC staff to support Career Technical Education (CTE) programs.

CTE Advisory committees provide essential assistance in developing and supporting existing technical programs of training at Lane Community College. We solicit the supportive relationships and advice from business, industry and labor communities that offer internships and employment to Lane Community College students and graduates.

The handbook:

1. Outlines the participation expected from committees
2. Reviews the support provided by college faculty and administration
3. Provides structure for committee membership and function by
 - a. Addressing current business practices
 - b. Supporting the development of industry labor forces
 - c. Clarifying professional employment needs and skills levels required to meet those needs

Positive and enthusiastic application of these guidelines will result in a strong flow of strategic advice and recommendations critical to keeping Lane's career and technical program current in meeting community needs

We thank you for your interest and strong support of Lane Community College CTE programs and look forward to a long and mutually rewarding working relationship that will help support programs and development, create strong student skills and work ethic, grow our economy and support our community.

Career Technical Education programs at Lane Community College are eligible to receive **Perkins funding**. These **federal grant monies** are available to assist Lane Community College in remaining “cutting edge” in our approach and application of new technologies and educating students. There are several important Advisory Committee tasks that support our ongoing Perkins awards and the effectiveness of our technical programs. These tasks include:

1. Needs analysis:
 - a. Develop or review programs including labor market demand and student interest information.
 - b. Determine necessary content through analysis of jobs and occupation related to the program.
 - c. Determine resources required to implement and maintain programs
2. Program Planning and Design supporting faculty and program included:
 - a. Provide perspective and expertise by reviewing curricula/equipment needs
 - b. Determining facility requirements
 - c. Reviewing instructional materials
 - d. Helping with fundraising
3. Program Evaluation and Review:
 - a. Support program evaluation occurs on a regular basis
 - b. Provide input based in committee member’s objective and informed perspectives based in their industries and experience.
 - c. Provide leadership support for action based on evaluation information and data
4. Support Perkins Performance Measures in seven (7) key areas:
 - a. Technical Skill Assessment
 - b. Academic Skill Assessment
 - c. Credential, Certification, and Degree Completion
 - d. Student Retention or Transfer

- e. Student Placement
- f. Non-Traditional Participation (Non Traditional is defined as gender who represent less than 25% of the workforce)
- g. Non-Traditional Completion (Non-Traditional defined the same as above)

All activities described above are coordinated through Lane Community College faculty who bring their outstanding expertise to their areas of study. Advisory Committees shall provide support, advice and recommendations on matters relevant to the program for which the committee has been appointed.

Developing strong positive working relationship with Lane Community College faculty is a best practice to accomplish committee work and goals.

Best practices for committee members include:

1. Assisting in program planning design and evaluation of equipment, instructional facilities, student placement and student work experience (including Cooperative Education Internship experiences)
2. Be a strong advocate and communication line of the program with the community, business, industry, labor, professional groups and other educational institutions.
3. Assist in Student recruitment, Student Cooperative Education (work experience), student job placement and follow-up to help track employment success data.

Advisory Committee Membership

Keeping it clean and simple

Advisory committees include:

- a. 7 to 15 members
- b. Includes a cross-section of the community, business, industry and professionals served by the program

- c. May include Lane Community College staff (college employees are NON-VOTING members and should NOT outnumber non-employee committee members)
- d. A Lane Community College student member (Non-voting) is strongly encouraged as part of the committee membership
- e. Term of service is three (3) years renewable one time (1) through the Chair and Committee Coordinator. One third (1/3) of committee should be appointed to new term each year. Term starts in September. If member is absent for two (2) successive meetings membership is subject to review.
- f. The Advisory Executive Committee shall consist of the Chair, Vice-chair and the Lane Community College advisory committee coordinator (faculty/staff). Lane Community College Committee Coordinator should be present at all meetings.
(Coordinator may designate emergency designee if needed in their place)

Term of Service

1. Shall be for one (1) term of three (3) years
2. One term renewable (a second term) may be served at the discretion of the Community Advisory Committee Chair and the Lane Advisory Committee Coordinator (faculty/staff)
3. One-third (1/3) of the total membership shall be appointed each year (supporting rotation and inclusion of new members on the committee)
4. Terms of new committee members begin in September
5. Individual's membership on the committee is subject to review if absent from two (2) successive meetings
6. The Lane Community College advisory committee coordinator, or in an emergency a designee will be present at each meeting.
7. Other administrators, instructors or classified staff may attend meetings at the request of the Advisory Chair of the Lane Community College Committee Coordinator.

8. The advisory committee chair person or person designated by the chair shall represent the group at other meetings as requested (including CTECC oversight committee advisory board evaluation meetings).

Advisory Board Meetings

Advisory boards shall:

1. Meet at least three (3) times during the academic year. Additional meetings may be called as needed
2. The committee chair, Lane advisory committee coordinator or the CTECC oversight committee may call special meetings.
3. All committee members shall be provided notices of meetings in advance
4. Meetings shall not be longer than two (2) hours unless a majority of members vote to continue
5. Each meeting will prepare a written agenda and keep accurate professional minutes of each meeting. Minutes will be recorded, archived and provided to all members by a staff member identified by the college.

Roles and Responsibilities

The advisory committee shall provide advice and recommendations on those matters relevant to the program for which it has been appointed.

The purposes and duties of the advisory committee are to:

- a. **Ensure the program addresses employment and education needs of the program**
- b. **Assist program in meeting Perkins measurements in all areas**
- c. **Assist in program planning design and evaluation**
- d. **Serve as a communication link and advocate for the program to the community, business, industry labor, professional groups and educational institutions.**

e. Assist in student recruitment, selection, internship (Cooperative Education), job placement and follow up

Selection of officers:

- a. There shall be two (2) officers, advisory chair and a vice chair (chair elect)
- b. Vice chair shall be elected by majority vote at the annual spring term meeting for members who have served during that year.
- c. Vice Chair elected in the pervious spring term automatically moves into the chair's position at the spring term meeting.

Chair duties:

- a. Preside at meetings of the committee
- b. Serve as chairperson of the executive committee
- c. Appoint special subcommittees which may include persons other than committee members
- d. Present the committee's views at other meetings as needed.

Vice-Chair:

- a. Perform duties of the chair in the person's absence
- b. Serve on executive committee
- c. Provide other general assistance

Division Dean's Role:

- a. Provide oversight for advisory committees in their areas.
- b. Where there are multiple advisory committees in a division the Dean may designate another person of authority to assist in providing oversight.
- c. Maintain a current list of advisory committee member as well as terms of office and contact information
- d. Deans appoints the Lane Community College Committee Coordinator

The Lane Community College Advisory Committee Coordinator's role:

- a. To bring forward issues that involve the growth and sustainability of the educational program
- b. Solicit and receive input from their advisory committees around current work skills development, emerging trends, educational facility and instruction issues, student recruitment, public relations and college policies to name a few.
- c. Strongly support the development and application of methods and information that the advisory committee may provide in meeting Perkins measurement including under-represented populations, matriculation, progression and program completion. They will also support Co-op internships within their professional communities and work closely with the Co-op coordinator in support of Advisory Committee recommendations, student needs and employment trends and the workforce needs of the community at large.
- d. Attend and encourage committee members to attend trainings that support Perkins goals, professional development and meeting program goals.
- e. Support public relations around the community as well as encourage and support committee participation that supports program goals.

The Career Technical Education Coordinating Committee

This committee is under the direction of the Lane Community College Vice-President for instruction. This committee will review the performance and progress of all Perkins Career Technical Committees on a 5 year rotating basis.

This oversight committee centers its vital work on supporting the ongoing success of all CTE advisory committees across campus. They do this work by:

1. Providing professional feedback and review of advisory committee work in all CTE programs on a 5 year rotating basis. This timeline corresponds with program review that is also done a 5 year rotating calendar. The

committee progress and evaluation report will become a part of the overall information available to the program review process.

2. CTECC committee members often make themselves available to attend and further support and advise CTE advisory committees to help them grow and support Lane Community College CTE programs. CTECC members are outstanding "GO TO" resources for the college and our programs.
3. CTECC committee members are strong functioning advocates throughout the Lane Community College and local communities as well as industry specific communities, the college and other professional organizations and political entities.