

DISCUSSION & EVALUATION SUMMARY
Advisory Committee - Fall Kickoff Training & Breakfast 2009
Lane Community College - Center for Meeting and Learning
 October 21, 2009

Committee Name	Division/Department	AC	CC	Dean/Director	Other	# 1 How might your committee use some of the tools discussed today?	# 2 What are one or two areas of emphasis for your committee this year?	# 3 What are the best strategies your committee has developed to be effective?	#4a On a scale of 1-5, how worthwhile was today's event for you?	#4b Comments
ABSE			✓			Could use Pathways to make connections with other committees. Inviting Lynn to Adv Comm mtg. Wish to create roadmap for ABSE.	Recruit new members and networking.	Sharing info with comm. Members who work with the same population in the community.	5	Received 3 names of contacts for possible new members.
Aviation & Flight Tech	Advance Tech			✓		We are meeting monthly & have been for 6 months. Plan to do so for the rest of the academic year.	1) Increasing enrollment, 2) upgrading our flight training fleet, 3) explore return of helicopter training options	1) Monthly meetings instead of 1 or 2 per year, 2) committee members accepting assignments to research, report, and lead various aspects of our areas of emphasis		Have a very active committee
Business	BCT/BUS	✓	✓	✓	✓	Get all comm. members to visit and become comfortable using the Wiki. Recruit an additional high school instructor. Review pathways.	Develop conduits to the various business communities. Develop faculty/committee interactions that foster good communication. Looking at CTECC questions as a guideline.	Meeting with faculty.	5	Help us focus on being more effective.
Business Development & Employee Training	Business Development			✓		The CTECC website has some good tools (handbook, brochure, and self-eval). Might also be a way to use a Wiki site for ongoing comm. member engagement. Would like to develop a pathway for entrepreneurs, but we are non-credit.	1) Ideas and strategies to increase outreach, generate more students (FTE), and form more college & community partnerships, 2) feedback from the community, via committee, on business development & employee training issues, and opportunities.	1) Membership composition = 50% small business people & 50% economic development people from the area, 2) subcommittees to work on specific issues & areas of opportunity.	5	Great event, good start for the year for advisory committees!
Child & Family Education	Child & Family Education	✓			✓	1) Connecting to Pathways, especially for registered family providers, 2) developing a Wiki: demo in CTE meeting & develop "how to".	1) Expanding membership (high school, business, child care providers, parents) of awareness & community outreach, 2) fundraising for child care center, 3) articulation of registered family, certified ECE program.	Partnership with Lane County Commission on Children & Families.	5	Very useful

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CIT	BCT/CIT	✓	✓	✓		Wiki or forum to keep discussion going between meetings. Forum to keep discussions.	1) How to tap into Stimulus funding, 2) Redesign web programming & health informatics, 3) how to get sustainability infusion, 4) get committee members more engaged.			
CAHM	CAHM		✓	✓	✓	A way to provide a quick communication tool. Used in 2 departments already, but expand it to advisory committee use.	1) Focusing on careers in culinary with a green emphasis, 2) broaden job opportunities in culinary area.	Liked idea of adding secondary teachers to advisory committee.	Recommend creating a template of categories for an advisory committee Wiki.	
Diesel Tech	Advance Tech		✓		✓					Wants to think it over
ESL	CLA/ESL		✓	✓		Use it for collecting information for the 7 year state program review.	1) Locating and recruiting potential students, 2) raising funds for ESL scholarships, 3) collaborate with culinary to support ESL students	1) Using Meeting Wizard to invite & manage RSVP's, 2) Work collaboratively with community groups, ESD specialists & other key groups.		
HPEA	HPEA		✓	✓		Wiki might be a better way to communicate with committee. Currently use group e-mail.	1) Recruitment & retention, 2) began accreditation process with coalitions of Accreditation of Exercise Assoc. Commission.	1) Set goals, 2) diverse representation from the community, 3) 3 work meetings per year, 4) host 3 Continuing Ed workshops each year, providing CEU's for attendees.	3	
Nursing & PT	Health Professions	✓	✓	✓	✓	1) PT Asst program does have a Wiki used as document repository, and share tools/ideas, 2) use Yahoo Group because you can share documents, as well. Link to flyer for more info to coordinate communications, agenda, etc. Committee could use these ideas, as well.	1) Look at membership representation, not broad enough, 2) rotate Chair, 3) OCNE bridge program for LPN/RN, 4) OCNE involvement of members & input for career area changes & admission criteria.	1) Deadlines for contributing to on-line organizing tool, 2) use Wiki & strike-out feature to coordinate to-do list, 3) use agendas as work-in-progress, 4) build templates to gather information.	5	Do this every year

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Multimedia Design	Art		✓	✓	✓	1) Pathways: get media arts represented on site. Seems like a must for students & local businesses. Will check how to get started. Good way to break down the program & determine if students are on the right career track, 2) Wiki: good interactive activity for advisory committee & great way to get members interested & involved in planning curriculum	1) Use Pathways & develop ideas for path to dissect our curriculum & restructure it for the business, 2) to hear from all areas of our partners to beef up our programs, 3) better networking, 4) to get members more active.	1) Offering food/beverage, gifts (coffee mugs, pens, etc.) as incentive to get members to participate, 2) getting info to members early enough so they are better prepared for the meetings, 3) have made copies of things such as syllabi and asked for feedback, 4) during meetings, we use big screen to track info discussed.	5	Liked the pace of meeting & didn't sit on one thing too long. Good, simple info, and good food & beverages.
Respiratory Care	Health Professions	✓	✓			Very interested in creating an advisory committee Wiki and facilitating RC career Pathways.	1) Develop high school networking/connections, 2) to suggest to RT program comprehensive career Pathways for RC, such as sleep medicine careers, to be integrated in curriculum, 3) support development of co-op's & research opportunities for co-op's, 4) look into development of unpaid co-op (overview) for RT course to be offered before student would apply to RT program.	1) Have developed focus groups for problem-solving & planning. Use small group, so highly interactive & good communications, 2) have recruited members from a good cross section of RC in the community.	5	

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SAI/SCP	SCSP		✓		✓	1) Wiki for ongoing collaboration, 2) expectations FAC members (list), 3) idea of introducing "industry insights" on each advisory committee meeting agenda, 4) importance of representing SAI advisory committee in community meetings.	1) Overall publicity & outreach to spread word & elicit strong community involvement in branch new SAI, 2) help create strong educational class offerings in community education for senior living facilities & for older adults interested in encore careers, 3) help sustain & grow (SCP), especially strong volunteer retention, 4) continued advisory committee recruitment.	1) Each member also actively participates in 1 of 4 subcommittees which, like the advisory committee itself, all meet quarterly, 2) in addition to a chair, vice-chair & secretary, each subcommittee has an active chair who helps plan agenda & facilities each meeting. All leaders help determine goals, 3) we enjoy 85% & ongoing meeting participation.	4+	I wish our AC had not been out ill today & will share with her as soon as she is better!
Science	Science			✓		I'd appreciate help in stewarding NRG & Water Conservation committees -- these are high visibility programs with challenges in advisory committees.	I believe NRG/Water will be reviewed. How can we make this really useful?	Having <u>me</u> attend & stimulate discussion as opposed to Roger talking <u>at</u> members the whole time ☺	4	1) I knew most of this already. Appreciated the use of the live technology (instead of handouts), 2) useful technology tools & info from Mary Spilde, 3) no members from either committee attended.
Human Services	Social Science		✓			1) New members & old refer to CTECC website, 2) introduce members to Pathways in Human Services to get feedback.	1) Expand committee to include new members representing mental health specifically, 2) setting an annual agenda.	Identify a task/issue & have a sub-group explore/research & report back.	5	1) Gets me to focus on my advisory committee web Pathways page helpful, 2) Wiki intro was helpful