

ALAMO COLLEGES DISTRICT INSTITUTE ADVISORY COMMITTEES





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The Alamo Colleges District Institute Advisory Committees

AlamoINSTITUTES are designed to guide students to academic choices that lead to successful employment and life-long careers. To accomplish this objective, the Alamo Colleges District engages in intentional, ongoing, and strategic dialogue with regional employers. The five colleges of the Alamo Colleges District have adopted the Pathways Model defined by the Texas Pathways Institute as “an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from her/his point of entry through attainment of high-quality postsecondary credentials and careers with value in the labor market.”

The integration of District Institute Advisory Committees will provide the opportunity to:

- Align with the AlamoINSTITUTES design.
- Collaborate across the District in order to allow all the Colleges together to benefit from the greatest employer and stakeholder talent.
- Support and invest in students, faculty, student success representatives, and programs that will lead to student achievement and employment.
- Utilize biannual Signature Events to engage stakeholders across the community.

District Institute Advisory Committees will enhance engagement between regional employers and colleges.

Outcomes will integrate employer feedback, career information and marketable skills across curricula, align academic programs and pre-majors with career paths, and inform Institutes with employer recommendations for successful pathways to students' career readiness.



Guiding Principles



The Alamo Colleges District Institute Advisory Committees are committed to:

The AlamoWAY that defines the priorities of Student Success, Principle-Centered Leadership, and Performance Excellence.

The AlamoCONFIDENCE initiative which establishes the belief that students who are supported and deeply engaged with employers from the beginning of their post-secondary journey are more successful and likely to be employed and promoted.

The creation of a sustainable Pathways Model that contextualizes academic support, applied and experiential learning, and co-curricular activities.

A responsive, flexible Pathways model that responds to career needs.

Alignment of academic programs with a seamless transfer process and employment with enhanced employer engagement.

A culture of continuous improvement within the AlamoINSTITUTES.

A collaborative model among the Colleges and District to ensure alignment of career pathways and communication with the AlamoINSTITUTES.

Framework for District Institute Advisory Committees

The adoption of the Pathways Model within AlamoINSTITUTES provides a strategic opportunity to engage with regional employers to strengthen career pathways. The District Institute Advisory Committees will promote key strategies that will ensure the relevance and competency of Marketable Skills that employers seek. The Advisory Committees will enhance employer engagement with students at the Alamo Colleges District and provide their expertise within the six Institute Advisory Committees through Signature Events, a minimum of twice a year.



Advisory Committees were institutionalized decades ago and in many states are required by state statute or rule. The Advisory Committees are effective in informing and contributing to the development of new programs and ensuring the relevance of existing programs. The most effective advisory committees

are providing equipment investments and opportunities for faculty development, student internships, scholarships, and other employer support systems. Guided by 60X30TX which mandates that all colleges take a proactive response to continuously changing requirements from both employers and universities, it is appropriate to establish advisory committees that are inclusive of both pre-majors and career programs. Further, financial reductions increase the need to identify partners willing to invest in

our colleges; advisory committees provide an opportunity, if used effectively, to encourage such investment from employers and stakeholders.

Advisory Committees will be composed of persons who broadly represent the demographics, including ethnic and gender diversity, of all sectors of the business and Higher Education community. Employee members of the Advisory Committees will be proposed by the College Institutes Committees to the Cross-College Readiness Team who will then make recommendations to the Pathways Leadership Council (PLC) that serves as the Steering Committee.

“The most effective Advisory Committees identify marketable skills; provide opportunities for faculty development, student mentoring and internships, scholarships; and further provide resource investments for key programs.”

Other members may be proposed by the Presidents, Vice Chancellors, or Chancellor. Advisory Committees will meet at least twice a year.



CREATIVE & COMMUNICATION ARTS

This Institute will prepare you for careers in designing, exhibiting, performing, writing and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services.



BUSINESS & ENTREPRENEURSHIP

This Institute will prepare you for careers in planning and directing business operations, financial and investment planning, banking, insurance and business financial management, and the marketing and operation of restaurants, lodging, recreational events, and travel-related services.



HEALTH & BIOSCIENCES

This Institute will prepare you for careers in the planning, managing, and providing therapeutic services, diagnostic services, health informatics, and research and development. You may choose to prepare for careers in nursing, pharmacology, dentistry, kinesiology, occupational therapy, physical therapy, radiography, surgery, and veterinary medicine.



ADVANCED MANUFACTURING & LOGISTICS

This Institute will prepare you for careers in mechanical repair, such as automotive, diesel, and aircraft repair. You could also prepare for careers in manufacturing, with a focus in specialized machining, electronics, instrumentation, and robotics. Further career options include those in allied construction, with a focus in electrical, plumbing, homebuilding, and welding. You could also train for careers in distribution and logistics, specializing in planning management, movement of people, materials, and goods, and related support services.



PUBLIC SERVICE

This Institute will prepare you for service careers in teaching, counseling, social work, and the mental health industry. This Institute will also prepare you for public careers in policy, law, national security, foreign service, civil service, court reporting and public administration. Skills acquired will also apply to careers in homeland security, public safety, and customer and support services.



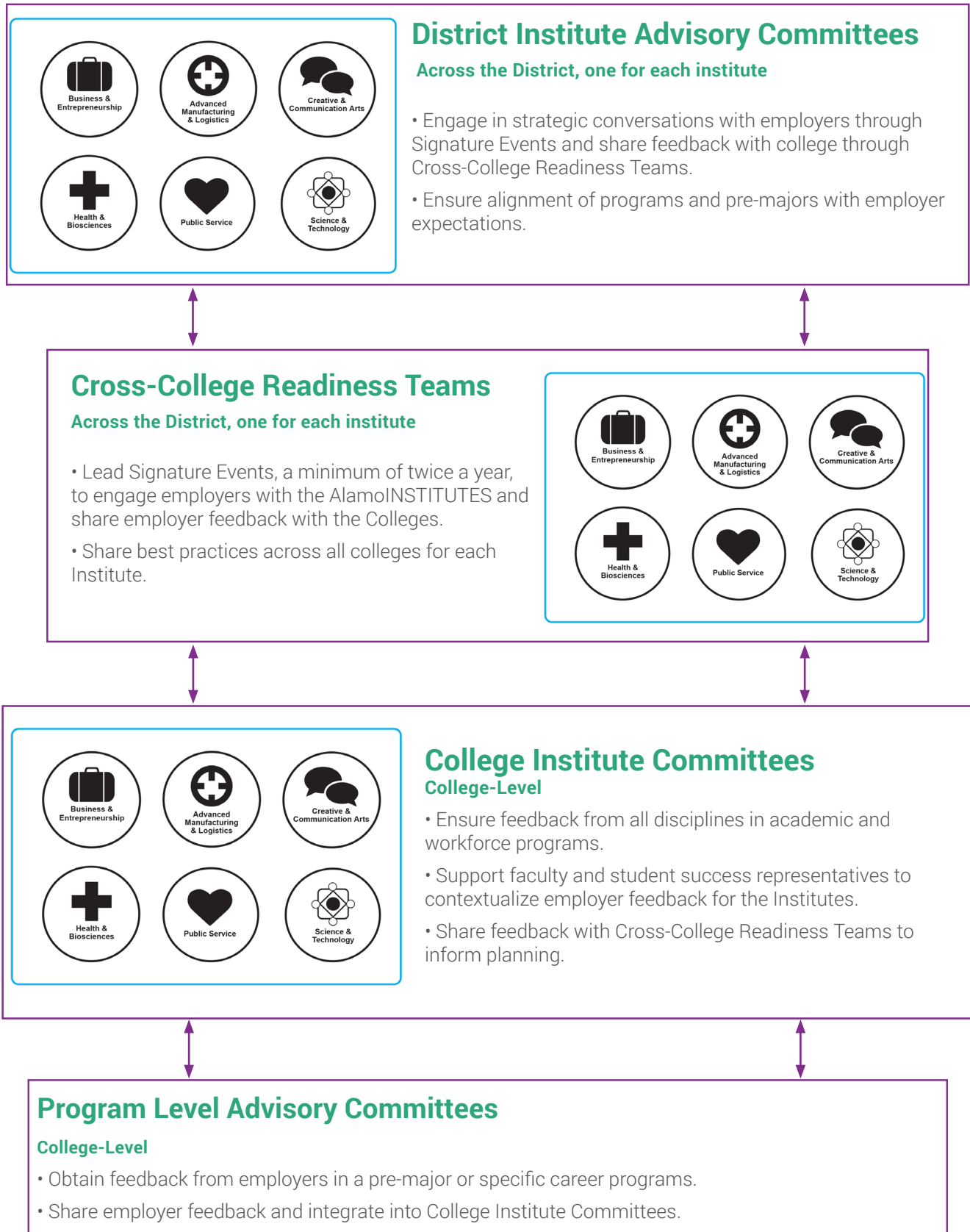
SCIENCE & TECHNOLOGY

This Institute will prepare you for careers such as: agricultural fields, IT occupations, laboratory and testing services, and research and development. You will gain skills in planning and managing scientific research.



Advisory Committees Model Flowchart

A tiered Advisory Committees structure will enable District-wide communication and collaboration at each College and the District to: (1) Better understand the needs of employers and (2) Implement strategies to meet employer needs within the AlamoINSTITUTES.



CIC - College Institute Committees

I. SCOPE

Each college within the Alamo Colleges District will maintain College Institutes Committees (CIC), is inclusive of each of the six Institutes. The scope of the CIC is to ensure robust dialogue and engagement with Academic Success and Student Success on the implementation and assessment of the AlamoINSTITUTES. The College will develop a committee that reflects the Six Institutes made up of faculty from all disciplines, which represents all pre-majors, fields of study, and programs within that Institute.

Faculty, student success representatives, and administrators must serve on their College Institute Committee to be eligible to serve on the Cross-College District Readiness Team and the District Institute Advisory Committee.

Selected faculty, discipline leads, and chairs from all disciplines and programs and student success representatives with that Institute will serve as members. The Vice Presidents and Deans for Academic Success and Student Success will serve as collaborative facilitators on the College Institute Committees. This committee will meet at least twice a semester.

II. DUTIES AND FUNCTIONS

- 1 Ensure an iterative communication process for faculty, student success representatives and administrators to engage in strategic conversations with regional employers to enhance employer engagement and with university partners aligned with transfers.
- 2 Create opportunities for disciplines to contextualize pre-majors, applied experimental learning, and co-curricular opportunities and programs to the Institute, and share best practices.
- 3 Ensure integration of feedback from college-level career Advisory Committees and other disciplines to help inform the strategic directions for the Cross-College Readiness Team and ultimately the District Institute Advisory Committees.
- 4 Provide oversight for the alignment and assessment of Marketable Skills for the Institute to the appropriate Program Learning Outcomes within the Institute.
- 5 Provide oversight of short and long-term planning and ensure a continuous improvement process for the specific Institute.
- 6 Review data and make recommendations for continuous improvement and achievement of program and Institute level outcomes.

CRT - Cross-College Readiness Teams

I. SCOPE

Each college within the Alamo Colleges District will have faculty, student success representatives and administrative representation on the Cross-College Readiness Teams (CRT). The Readiness Teams focus on the alignment and consistency of communication and sharing of practices to strengthen the College Institute Committees, as well as to inform the agenda for the District Institute Advisory Committees.

There are six Cross-College teams organized by the six Institutes. Each of the five Colleges will have up to three faculty representatives and up to two Student Success representatives from their College Institute Committee to serve at the District level.

For example, a college will identify up to three faculty representatives and up to two Student Success representatives from the College Institute Committee to participate on the CRT for Public Service. That will ensure each CRT has up to fifteen faculty representatives and ten Student Success representatives, in addition to the administrators who will participate.

The Vice Presidents are responsible for convening the meeting and membership for their college. Members must also serve on their College's Institute Committees to help inform the dialogue with members from sister colleges. They will also provide recommendations to the Pathways Leadership Council (PLC) on agenda items for the District Institute Advisory Committees to ensure strategic engagement with employers and to ensure two-way communication with faculty at their college.

Faculty and administrators must serve on their Cross-College Readiness Team to be eligible to serve on the District Institute Advisory Committee. The Vice Presidents and Deans for Academic Success and Student Success will serve as collaborative facilitators on the Cross-College Readiness Teams. This team will meet at least twice a semester.

II. DUTIES AND FUNCTIONS

- 1 Ensure an iterative communication process for faculty, student success representatives and administrators at the colleges to inform the strategic conversations with regional employers and university partners during Advisory Committees.
- 2 Create opportunities for sister colleges to share their practices on the implementation and assessment of the Institutes.
- 3 Ensure integration of feedback from college-level career Advisory Committees, through the College Institute Committees, to help inform the strategic direction for the District Institute Advisory Committees.
- 4 Provide recommendations to the Pathways Leadership Council (PLC) as the Steering Committee on the agenda and discussion topics for the District Institute Advisory Committees.
- 5 Provide recommendations for professional development of faculty, student success representatives and administrators who serve on the Advisory Committees.

DIAC - District Institute Advisory Committees

I. SCOPE

The Alamo Colleges District will have six District Institute Advisory Committees (DIAC) organized by the six Institutes that will meet once each fall and spring. DIAC will focus on greater employer engagement with regional employers and leverage employer expertise around the Institutes at the five colleges. This group will also focus on developing stronger employer engagement, integrating feedback from advisory committees for specialized career programs, as well as pre-majors and fields of study within an Institute, and ensure curricular alignment with employer recommendations and feedback.

The District Institute Advisory Committees are organized to parallel both the Cross-College Readiness Teams and the College Institute Committees. Each of the five Colleges will have up to two faculty representatives and one Student Success Representatives from the Cross-College Readiness Teams participate in the DIAC. The other faculty and Student Success representatives will serve as alternates in case of an absence. Thus, DIAC will have up to 15 faculty and five Student Success Representatives per Institute Advisory Committee. The Vice Presidents and Deans for Academic Success and Student Success will also serve on DIAC as collaborative facilitators. Each District Institute Advisory Committee will seek to have ten to fifteen employers participate on each committee. The Advisory Committees will meet twice a year.

II. DUTIES AND FUNCTIONS

- 1 Engage in strategic conversations with employers and university partners during Signature Events that are framed around Institutes.
- 2 Develop collaborations with employers and faculty to strengthen student success in employment, either directly or through a transfer degree program.
- 3 Ensure alignment of academic programs and pre-majors with university partners focused on transfers and employer expectations through enhanced employer engagement.
- 4 Ensure integration of feedback from college-level career Advisory Committees, through the Cross-College Readiness Teams, to ensure alignment with strategic direction for the Institutes.
- 5 Capture the communications and recommendations from the DIAC meetings and share with stakeholders at the college. Disseminate information to college-level career Advisory Committees to create an awareness of the career around the Institutes.

Professional Development for Advisory Committees

District Institute Advisory Committee

Employers are encouraged to serve a minimum of 2 years at the annual signature event and to be available for the colleges for engagement opportunities.

Cross-College Readiness Team Professional Development

Members who serve on the Cross-College Readiness Team will be required to participate in professional development. The Vice Presidents will ensure compliance with this requirement. Professional development will include:

- Orientation: Two-hour overview of the framework of an advisory committee including rules of engagement, election of Chair, terms of membership, and recording of minutes.
- Communication and Communication building: Two-hour seminar on building rapport with employers through strategic conversations that produce actionable outcomes.
- Professional development will occur in the early fall in advance of the first District Institute Advisory Committee Meetings.



College Institute Committee Professional Development

College Institute Committees are responsible for implementation of the Institute work at each college. The respective Deans will ensure compliance with professional development requirements for these teams. Professional development shall include:

- Leadership Development: Two-hour development on strategic planning techniques and facilitation of an intentional process that produces actionable outcomes.
- Annual reaffirmation of the committee charge and assessment of College Institutes impact on student success metrics.

Program Advisory Committee Professional Development

Program Advisory Committees are responsible for alignment of program learning outcomes with industry requirements and for review of program assessment results. The respective Deans will ensure compliance with professional development requirements for these teams. Professional development shall include:

- Two-hour faculty development (for faculty serving on committee) on strategic planning techniques and facilitation of an intentional process that produces actionable outcomes.

Highlights



All disciplines, which represent pre-majors, fields of study, and programs will have employer/stakeholder engagement and representation within each of the six AlamoInstitutes through Signature Events.

Each College Institute Committee (CIC) will have representation from each program and pre-major within that Institute.

Each Cross-College Readiness Team (CRT) will serve as the District-wide committee for that Institute, thus six Readiness Teams will be established, representing the five colleges and the programs and pre-majors within that Institute.

The Cross-College Readiness Teams and the College Institute Committees will meet at least twice a year, but may meet more often.

The District Institute Advisory Committees (DIAC) will meet at least twice a year.

The members of the CIC, CRT and DIAC will be celebrated annually.

This multi-faceted work engages stakeholders from across the colleges and our community to support our students in successful transfer and employment. The colleges of the Alamo Colleges District are committed to intentional, ongoing, and strategic dialogue with regional employers in order to accomplish this goal. Through the Pathways Model and AlamoINSTITUTES, faculty, student success representatives, and administrators will meet within a tiered committee structure in order to leverage expertise of employers and educators in our communities, and to strengthen relationships with the community leaders who employ and support our students. Additionally, the tiered committee structure will provide intentional opportunities for the effective and continuous improvement of the AlamoINSTITUTES model.



The tiered advisory committee structure will ensure enhanced engagement with community employers, faculty and student success representatives through signature events to ensure employer feedback, career information and marketable skills are integrated across curricula, alignment of academic programs and pre-majors with career paths, and the integration of employer recommendations to inform Institutes and prepare students for success in their career pathways. Faculty, student success representatives, and administrators will receive thoughtful and ongoing professional development to support their work.

Notes

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