

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 3.0  
Procedure Title: Career & Technical Education Advisory Committees  
Relevant Board Policy: [E 1.6 Program and Course Offerings](#)  
Originating Unit: Dean of Career and Technical Education  
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To establish the criteria and procedural guidelines for establishment and functions of advisory committees. Definition of Career and Technical Education Advisory Committees: A group of persons who are selected from the community to advise the college concerning specific career and technical education programs, courses, and curriculum. Advisory committee members primarily include employers, practitioners, and supervisors within that specified occupation. Students, graduates and consumers may also be represented on the committee. Members of the college staff may serve as liaisons or ex-officio members of the committee.

II. Procedure Statement:

Per Texas Higher Education Coordinating Board (THECB) guidelines, Advisory Committees are required to meet in person at least once per year. Alamo Colleges administration requires that Program Advisory Committees meet at least twice a year.

A. Advisory Committee Member Selection

1. Membership:

While most advisory committees have five to nine members, an effort is made to include a diverse group of advisory committee members representing the community, including high school faculty, university faculty and members of industry. Palo Alto College will be represented on each committee by the division chair, the discipline program instructor, and appropriate continuing education director/coordinators, if required. Counselors may also participate in some advisory committees. Full-time district employees may serve only as ex-officio (non-voting) members of the advisory committee.

2. Qualifications:

The district will establish separate program advisory committee for each career and technical education program or cluster of closely related programs.

- a. The advisory committee will be composed of persons who, when possible, broadly represent the demographics of the college's service areas as well as the occupational field and who are knowledgeable about skills used in occupations for which training is being provided.
- b. Members will be drawn from the public and private sectors, with emphasis on business, industry and employer memberships.
- c. Full-time faculty and staff of the district will serve only as ex-officio members of the committee.
- d. Each program advisory committee member will advise in curriculum development and program revisions relative to current and future trends in the field, equipment acquisition, external learning experiences and student employment and placement.
- e. Characteristics desirable in a committee member include:
  - i. Interest in the specific goals of the program as an employer, consumer or practitioner;
  - ii. Competency and experience in the career area;
  - iii. Adequate time available to participate in the advisory committee activities; and
  - iv. Willingness to share advice and concerns with district personnel.

### 3. Term of Office:

Upon recommendation of the lead faculty member and with the concurrence of the department chairperson, members will be selected for three-year terms with the option of reappointment at the discretion of the appropriate dean.

### 4. Reimbursement:

Advisory committees serve without pay.

## B. General Functions of Advisory Committees:

It is recognized that advisory committee members are representatives from the community who volunteer their time and energy to assure quality instructional programs. This outline of general functions is presented with the understanding that requests for time and effort from the advisory committee members will be reasonable in nature. Following are some specific functions:

1. Serve as a communication liaison between district and community occupational groups to relate instruction to the current and future needs of the community,
2. Review current curriculum, recommend changes and approved recommended changes suggested by instructional staff. Changes in curriculum may include changes in curriculum organization, course revisions, new courses and/or changes in degree(s) offered.

3. Assist in new program development.
4. Validate specific skills required of graduates and suggest related technical information and general education content for course/program.
5. Offer suggestions for the selection of equipment.
6. Assist in the acquisition of equipment, supplies, and other donations from the community.
7. Recommend competent personnel from the occupation as potential instructors.
8. Assist in relaying current job opening information to students and graduates of the program.
9. Assist in providing cooperative educational, clinical, or externship sites.
10. Inform the district of changes in labor market: specific educational needs, surpluses/shortages of personnel, national/regional trends, etc.

Advisory committees may perform additional duties and function in accordance with guidelines from specialized accrediting agencies.

C. Operating procedures:

1. Term of Committee:

The term of the advisory committee shall run concurrently with the academic year.

2. Advisory Committee Selection Process:

By Jan 15 of each year, discipline/program instructor shall submit to the division chair a memo containing the following information.

Recommendation for advisory committee appointments for the following academic year will include name, employer, mailing address and phone number. Discipline/program instructor may have previously contacted potential members to determine their willingness to serve.

3. Recommended Agenda Items:

These agenda items were compiled following the GIPWE and the feedback from submission of programs for Exemplary Program Status with THECB.

a. All Meetings

- i. Meeting minutes are kept in a format similar to that outlined in the GIPWE (format attached)
- ii. The advisory committee meets in person at least twice per academic year

b. FALL Meeting(s):

- i. Chair Election (The advisory committee is chaired by a representative of business/industry)
- ii. Diversity Survey (The program has evidence of efforts to diversify advisory committee membership; Advisory committee membership reflects the diversity of the occupational field including gender, ethnicity, large and small employers)See attached form.
- iii. Close the loop on any business from preceding Spring meeting
- iv. Curricular issues for implementation the following fall. Meeting minutes reflect evidence of industry involvement with the program and committee advisement on curricular matters
- v. Review of credentialing requirements and documentation that it meets the standards of the respective credentialing agency.

c. SPRING Meeting(s):

- i. Discuss the facilities and equipment for the program. Attach an equipment listing and have the members sign off on agreement. See attached form. (The advisory committee certifies in writing that it has reviewed the program's equipment and facilities and made any recommendation it deems appropriate to help assure the program meets current business and industry standards)
- ii. Discuss the program budget and attach a copy with a signature sheet for the committee to make recommendations and sign off on. See attached form. (The advisory committee certifies in writing that it has reviewed the program's budget and made any recommendations it deems appropriate to help assure the budget adequately support the program)
- iii. Go over the curriculum changes proposed for the following fall, give a progress report on where in the process the curriculum changes are. Have the committee sign off on the program as a whole. Attach all current and proposed awards and Program Satisfaction signature sheet. See attached form. (Documentation of Advisory Committee satisfaction with program)
- iv. Review Labor Market information for program area. Review enrollment and graduate numbers for all awards in the program. Attach all to signature sheet. See attached form. (Industry Advisory Committee determination of ongoing need for program)
- v. Include a closing the loop section. This allows a tracking of whether we act upon the recommendations of the advisory committees. (Important for program review by THECB).

<u>Attachments:</u>	<u>pages</u>
GIPWE Guidelines	5-6
Sample Meeting Minutes	7-8
Advisory Committee Diversity Survey Form	9
Facilities & Equipment Signoff	10
Budget Signoff	11
Program Satisfaction Signoff	12
Need for Program Signoff	13

Revised: October 10, 2010 Dean of Career and Technical Education

Approved: November 18, 2010 Ana M. Guzman  
President

## 2. Effective Use of Advisory Committees

Each institution must establish separate industry-based advisory committees for each workforce education program. The broad purposes of an advisory committee are 1) to help a college document the need for a workforce education program and 2) to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision.

### a. Functions of an advisory committee include:

- (1) evaluating the goals and objectives of the program curriculum;
- (2) establishing workplace competencies for the program occupation(s);
- (3) suggesting program revisions as needed;
- (4) evaluating the adequacy of existing college facilities and equipment;
- (5) advising college personnel on the selection and acquisition of new equipment;
- (6) identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
- (7) assisting in the professional development of the faculty;
- (8) assisting in promoting and publicizing the program to the community and to business and industry; and
- (9) representing the needs of students from special populations.

### b. Advisory Committee Composition:

- (1) Advisory committees must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the institution's service area as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupation for which they are providing information and guidance.
- (2) Members should be drawn from both the private and public sectors with an emphasis on business, industry, and labor organizations.
- (3) Tech-Prep program-specific advisory committees must include members who represent secondary and higher education as well as business and industry.
- (4) Full-time faculty and staff of the college offering the program must not be members of the advisory committee, but they may serve in an ex-officio capacity. Part-time faculty who hold full-time positions within the career field may be members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

c. Advisory Committee Meetings/ Minutes:

- (1) Advisory committees of existing programs must meet in person a minimum of one time a year and should, if possible, have a quorum present. However, it is strongly recommended that contact with committees be maintained throughout the year via e-mail, fax, phone, or videoconference.
- (2) During the development of new programs, advisory committees must meet in person at least twice and communicate throughout the development and approval process. Minutes and documentation of communication must be available upon request.
- (3) All meetings of the advisory committee must be recorded in official minutes. The minutes must include:
  - (a) identification of committee members (name, title, and affiliation);
  - (b) an indication of the committee members' presence or absence from the meeting;
  - (c) the names and titles of others present at the meeting;
  - (d) the signature of the recorder; and
  - (e) evidence that industry partners have taken an active role in making decisions that affect the program.

Minutes must be maintained in college files and made available to the Coordinating Board staff upon request. A sample format for recording advisory committee meeting minutes may be found at the end of this chapter.

**Palo Alto College  
Sample Department  
Advisory Committee Meeting Minutes**

CHAIRPERSON:		
MEETING DATE:	MEETING TIME:	MEETING PLACE:
RECORDER:	<i>Signature of recorder</i>	PREVIOUS MEETING:

**MEMBERS PRESENT:**

**OTHERS PRESENT:**

Name and Title/Company affiliation		Name and Title/Company affiliation		Name and Title/Company affiliation	

Agenda Item	Action	
	Discussion	Responsibility
Old Business:		
New Business:		
Other:		



MINUTES

Key Discussion Points	Discussion
Old Business:	
New Business	
Other:	

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING:
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**Advisory Committee Diversity Survey Form**

Name:

Job Title:

Company Affiliation:

Business Size:

Large (more than 100 employees)

Small (less than 100 employees)

Gender:  Male  Female Date of Birth:

Racial Ethnic Group:

White (Non-Hispanic)  Black or African American  Two or more races

Hispanic or Latino  Asian  Other:

American Indian/Alaskan Native  Native Hawaiian/Pacific Islander

Contact Information:

Email:

Telephone:

Fax:

Mailing address:

**FACILITIES AND EQUIPMENT SIGNOFF FOR SPRING \_\_\_\_\_(YEAR)**

Attach a listing of equipment and facilities for the program.

WE, the undersigned, agree with the statement that the facilities and equipment are sufficient for the \_\_\_\_\_ program.

<b>Name</b>	<b>Company affiliation</b>	<b>Date</b>

**BUDGET SIGNOFF FOR SPRING \_\_\_\_\_(YEAR)**

Attach the budget for the program.

WE, the undersigned, agree with the statement that the budget is sufficient for the \_\_\_\_\_ program.

Name	Company affiliation	Date

**PROGRAM SATISFACTION SIGNOFF FOR SPRING \_\_\_\_\_(YEAR)**

Attach the current and proposed curricula for all awards in the program.

WE, the undersigned, agree with the statement that we are satisfied with the curriculum for the \_\_\_\_\_ program.

Name	Company affiliation	Date

**LABOR/MARKET (ON-GOING NEED FOR PROGRAM) SIGNOFF FOR SPRING \_\_\_\_\_(YEAR)**

Attach the labor market information and the enrollment and graduates for all awards in the program.

WE, the undersigned, agree with the statement that there is sufficient need for the  
\_\_\_\_\_ program.

Name	Company affiliation	Date