

Mt. San Antonio College
Advisory Committee Handbook

2009-10

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Introduction

Mt. San Antonio College has always placed a high value on workforce development through the support of strong Career and Technical Education (CTE) programs. These programs are critical to the community and to the local economy, and they provide entry level employees and incumbent workers with skills to improve their standard of living and provide economic growth to local business and industry. Mt SAC's support and commitment to CTE programs is evident in the college goals:

The College will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals;

The College will improve the quality of its partnerships with business and industry, the community, and other educational institutions.

Effective advisory committees are vital to the success of CTE programs at Mt SAC. From the first day CTE programs were offered, college leaders connected with the community through advisory committees. They sought their advice to remain current and to plan for program improvement.

California Education Code requires the support of CTE programs through advisory committees. Title 5, #55601 states:

“The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide a liaison between the district and potential employers.”

Purpose of an Advisory Committee

The purpose of an advisory committee is to help ensure that Career and Technical Education programs reflect the needs and current conditions of the workplace. The committee also provides information to help assess if graduates are capable of performing the occupations for which they have trained. Responsibilities of the Advisory Committee include the following:

- Identify specific skills, knowledge and student attitudes that should be included in the program;
- Assist the College and department in evaluating the effectiveness of the program and the preparedness of the graduates;
- Assist the program in identifying and providing work experience, internships, and employment opportunities;
- Provide up-to-date information related to emerging business and industry trends;
- Assist in the modification and revitalization of existing programs as the needs of industry change;
- Recommend changes in facilities, equipment, materials, and staffing;
- Assist in marketing the program and recruiting students.

A secondary function of the advisory committee is to support the Biennial Review of CTE programs. California Education Code mandates that 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.

This program review must ensure that the program meets a clear labor market demand, that it does not unnecessarily duplicate other training programs, and that it demonstrates effectiveness in program completion and employment placements. Programs that do not meet these standards should be terminated

Advisory Committee Membership

The advisory committee is a group of employers and employees from local business and industry outside the field of education. Committee membership should not be limited to a narrow portion of an occupation. Members should come from differing backgrounds and provide broad perspectives that meet the educational needs of entry level employees and incumbent workers entering a new occupation. Programs that have articulation agreements at one or more institutions should include representatives from those colleges, high schools, and ROPs to serve on the committee.

Advisories should consist of 8-12 individuals who represent industry and diversity within the region. No more than one-third of the membership should be made up of adjunct faculty who are working in the field. Additional adjunct faculty, full-time faculty, and college

administrators may serve as ex-officio members of the advisory committee.

The composition of an advisory committee should include:

- Supervisors or managers currently employed in the industry directly related to the specific program;
- Business owners familiar with entry-level employment requirements;
- Non-supervisory employees performing competencies directly related to the program;
- At least one member knowledgeable about the challenges faced by displaced workers and homemakers, second language learners, migrant workers, and other special populations;
- Recent graduates and former students with at least one year of job-related experience;
- Student leaders from Career and Technical Student Organizations;
- Faculty from other colleges, high schools and ROPs that share articulation agreements with the program.

Recruiting competent advisory members to serve on the committee is extremely important. CTE advisory committee members should be leaders in the industry. They should have technical expertise in the subject area, the influence to affect hiring, and a special interest in the quality of CTE programs at Mt. SAC.

Frequency of Meetings

California Education Code requires that all Career and Technical Advisories meet formally once a year. The dates and times for each meeting should be planned to allow for the greatest participation by members, but should occur prior to the April submission of program review. This schedule allows the integration of committee recommendations into the annual planning process, ePIE.

Additional meetings are encouraged to avoid a lengthy agenda at the formal meeting. Web conferencing is an encouraged and acceptable method that can be used to follow up on the annual formal meeting. It is available free of charge through CCC Confer and is accessible to all staff, faculty, and administrators throughout the California Community College system at www.cccconfer.org

Location of the Meeting

Advisory meetings should take place on campus in order to provide the committee access to the program, to classrooms, to equipment, and to its resources.

Meeting and Operating Procedure

The Advisory Committee should be organized by a facilitator. The facilitator should be the program department chair or other faculty member with planning responsibility and interest in the program's future. The facilitator has the responsibility of making sure that the advisory committee understands its function, its responsibilities, and its role. In addition, the facilitator is responsible for completing the following tasks prior to the meeting:

- Securing the meeting location;
- Verifying membership;
- Preparing the agenda by consulting with department and advisory members;
- Securing hospitality funding by completing and submitting required requisitions;
- Providing the advisory committee invitation material.

The advisory committee invitation material should be sent out one month prior to the meeting to allow business and industry representatives sufficient time for scheduling. The invitation materials should include the following:

- Letter of invitation;
- Roster of advisory members;
- Agenda;
- College map and parking permits;
- Advisory Committee Handbook.
-

The facilitator is responsible for completing the following tasks following the meeting:

- Preparing the minutes and submitting copies to committee members for approval;
- Providing the Office of Instruction with advisory documentation that includes: letter of invitation, committee roster, agenda, and approved minutes;
- Incorporating advisory committee results into the program

review process through ePIE.

Planning for the Meeting

It is important for the advisory committee to actively and purposefully provide programs with information and advice that leads to instructional improvement. This goal is achieved through open discussions on the strengths and weaknesses of the program.

Discussions may include:

- Program level Student Learning Outcomes;
- Quality and condition of instructional equipment;
- Performance of graduates;
- Changes in the workforce;
- Emerging trends;
- Articulation efforts.

In order to deal with these issues, the agenda should include time specifically to address questions about the quality of the program. The faculty are integral in directing the development of these questions for the committee to address based on their individual subject matter expertise, their relationship to students, and their assessment of Student Learning Outcomes.

Questions that lead to program improvement may include:

- How are program completers performing on specific job task(s)?
- What entry level skills are not supported by the instructional equipment available in the laboratory classrooms?

- What are the challenges to developing consistent work experience agreements?
- What should students know or be able to do as a result of completing a level I certificate?

By addressing questions that explore the quality of the program, faculty are better able to identify and to document where improvements should be made. Strategies can then be developed and implemented to support the goals of the College and to improve the program and the process.

Developing and maintaining a functional advisory committee is a challenging task for CTE programs. A committee composed of knowledgeable and committed members who understand their role and use effective group processes is critical to its success. Programs must understand the importance of advisory input and identify questions for the committee to address. The right balance with an advisory committee is a matter of communication, of trust, and of an understanding that the committee acts in the best interests of the program, its students and the community.



*Water Technology Advisory
Committee*

Agenda and/or Minutes

March 8th 2009

7:00 p.m.

69-124

Attending:

Richard Anderson, Mt SAC
 Bill Shaffer MWD
 Jeff Beck, Arcadia Water

Howard Kayland, MWD
 Mark Volman, LAPU
 Dicky Betts, RPU

Jim Capaldi, LAPU
 Barry Oakley
 Mark Varner

Joyce Carol

	Topic	Updates/Discussion	Outcome
1.	Welcome and Introductions		
2.	Approval of Minutes		
3.	Status of Advisory Recommendations from Previous Meeting		
4.	Review of AWWA Grade II pass rates		
5.	Program Leaver/Completer Employment Survey		
6.	Review of WATER 62 and WATER 63 Math Standards		
7.	Tour of Water Facilities		
8.	Labor Market and Technology Changes		
9.	Summary of Recommendations		
Issue Bin/Future Agenda:		Future meetings: Next meeting On <u>5/22</u> , via CCC Confer.	

DATE: December 12, 2009
TO: Work Experience Advisory Committee
FROM: [Your name and title]
RE: 2009-2010 Advisory Committee Meeting

The [Program Title] Advisory Committee Meeting for the 2009-2010 school year will meet on [Meeting Date] at [Meeting Time] in [Meeting Room] at Mt. San Antonio College. Please park in staff parking lot [number] as identified on the enclosed campus map. For your convenience, a temporary parking permit is also enclosed. Please be sure to display the permit on the windshield or on the dashboard of your car.

Your participation is appreciated, and we look forward to meeting with you on [Meeting Date]. If you are unable to attend, please send a designee from your company.

Please RSVP to [Your Contact Information].

Respectfully,

[Your name]
[Your Program]

[Date]
[Prospective member's name]
[Address and contact information]

Dear [prospective new member]

Mt. San Antonio College prepares students for employment and offers a wide range of career and technical education programs that are rooted in business and industry. These programs must provide appropriate training to our students, as well as a reasonable expectation of employment opportunities within the community. The advisory committee is key to this process. Career and technical education faculty together with members of the community representing business, industry, labor, and government make up the committee which advises the college in a variety of areas essential to the development and support of quality career and technical education programs.

As a community member with knowledge and experience in this field, you are invited to serve on the [your program] advisory committee. The service you provide will help ensure that our program is operating effectively and meets the needs of our students and our local business community.

Advisory committees meet at least once a year. Additional meetings may be scheduled if the committee as a whole agrees that there is a need. Your advice and/or expertise may also be sought via phone, via written communication, or via email.

If you are willing to serve, or if you have any questions regarding your service on this committee, please contact [your contact information]. Information regarding meeting schedules and agenda items will be sent to you prior to the first meeting.

We look forward to working with you and hope that you will enjoy your partnership with Mt. San Antonio College.

Respectfully,

[Your name and contact information]

[Date]

[Prospective member's name]

[Address and contact information]

Dear [prospective new member]

You have been identified as a leader in the HVAC industry by a representative or faculty member at Mt. San Antonio College. Because of your status, we are asking you to attend Mt. SAC's Air Conditioning and Refrigeration Advisory Committee Meeting on Thursday, February 7, from 4:30 to 6:30 p.m. in building 69, room 124 in Mt. SAC's Air Conditioning and Refrigeration Department.

The advisory process is critical to the development and to the maintenance of career and technical education programs at the community college. The committee assists in the review of curriculum, in program improvement projects, and in planning for the upcoming year.

The focus of this year's meeting is the integration of building automation into the air conditioning and refrigeration curriculum. In addition, we will review lab projects conducted in our advanced mechanical and electrical labs.

We appreciate your perspectives as we plan for 2008 and beyond. Please let us know if you will be attending by calling our department at (909) 594-5611 ext. 4639.

Respectfully,
Lanny Richardson
Air Conditioning and Refrigeration
Mt. San Antonio College

[Date]

[Prospective member's name]

[Address and contact information]

Dear [prospective new member]

Mt. San Antonio College recognizes the leadership you have provided in Energy Management and the contributions you have made to our students. Because of your demonstrated commitment, we are requesting your participation as an advisory committee member in developing a course that prepares students to participate in college internships and work experience. This advisory meeting is scheduled for Friday, January 22nd from 10:00 a.m. to 12:00 p.m. in building 40, room 122.

Advisory meetings are the foundation for developing career and technical education curriculum. We seek your knowledge of the workplace and expectations of entry level employees to establish the outcomes of a course preparing them for internship. Your participation will help prepare students as they explore careers and plan for their futures.

Please let us know if you are able to contribute to this important process by replying to this email or by contacting Anna Acosta at (909) 594-5611 ext. 5407.

Respectfully,

Darrow Soares
Acting Associate Dean, Career and Technical Education
Mt. San Antonio College
Walnut, California
(909) 594-5611 Ext. 6438

Advisory Committee Handbook

ADVISORY COMMITTEE ROSTER/SIGN-IN SHEET

Date: _____ Time: _____ From: _____ To: _____

Please Print

Name:			
Company:			
Email address:			
Address:			
City:	State:	Zip:	
Telephone Number:	Fax Number:		

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Name:			
Company:			
Email address:			
Address:			
City:	State:	Zip:	
Telephone Number:	Fax Number:		

PLANNING GUIDE/CHECKLIST

Task	Person Responsible	Completion Date	Notes/ Reminders
Before the Meeting			
Update Advisory Roster			
Check college calendar Select meeting date			
Secure room location			
Secure Hospitality Funding			
Secure Advisory Parking Permits			
Provide announcement material to committee members (1 month prior to meeting)			
Send email or call to remind committee members (1 week prior to meeting)			
After the Meeting			
Prepare minutes and submit to committee for approval (consider CCC Confer)			
Provide advisory documentation to Instruction office: Letter of Invitation, Roster, Sign in Sheet, Agenda/Minutes			
Incorporate committee recommendations into program review process through ePIE			

