

Advisory Committees

August 2020

San Diego Community
College District

Career Education Advisory Committee Handbook

Revised August 2020

The background of the slide features several thin, curved lines in a light gray color, some solid and some dashed, creating a sense of motion or flow. On the left side, there is a green rectangular box with a speech bubble tail pointing towards the list. Inside this box, the text 'Industry Advisory Committees are needed to:' is written in white. To the right of the box, there is a bulleted list with three items, each starting with a small green square.

Industry Advisory Committees are needed to:

- Ensure students are trained with the knowledge, skills, and abilities needed by employers
- Ensure curriculum design and improvements are industry informed and aligned to current industry standards and needs
- Maintain a continuous connection with industry for the benefit of students and the growth of a diversified student pipeline from education and training to employment

The background of the slide features several thin, curved lines in a light gray color, sweeping across the top and bottom corners. On the left side, there is a large green speech bubble with a tail pointing towards the bottom left. Inside the speech bubble, the word "Requirements" is written in white, sans-serif font. The speech bubble has a solid green rectangular body and a smaller green rectangular tail.

Requirements

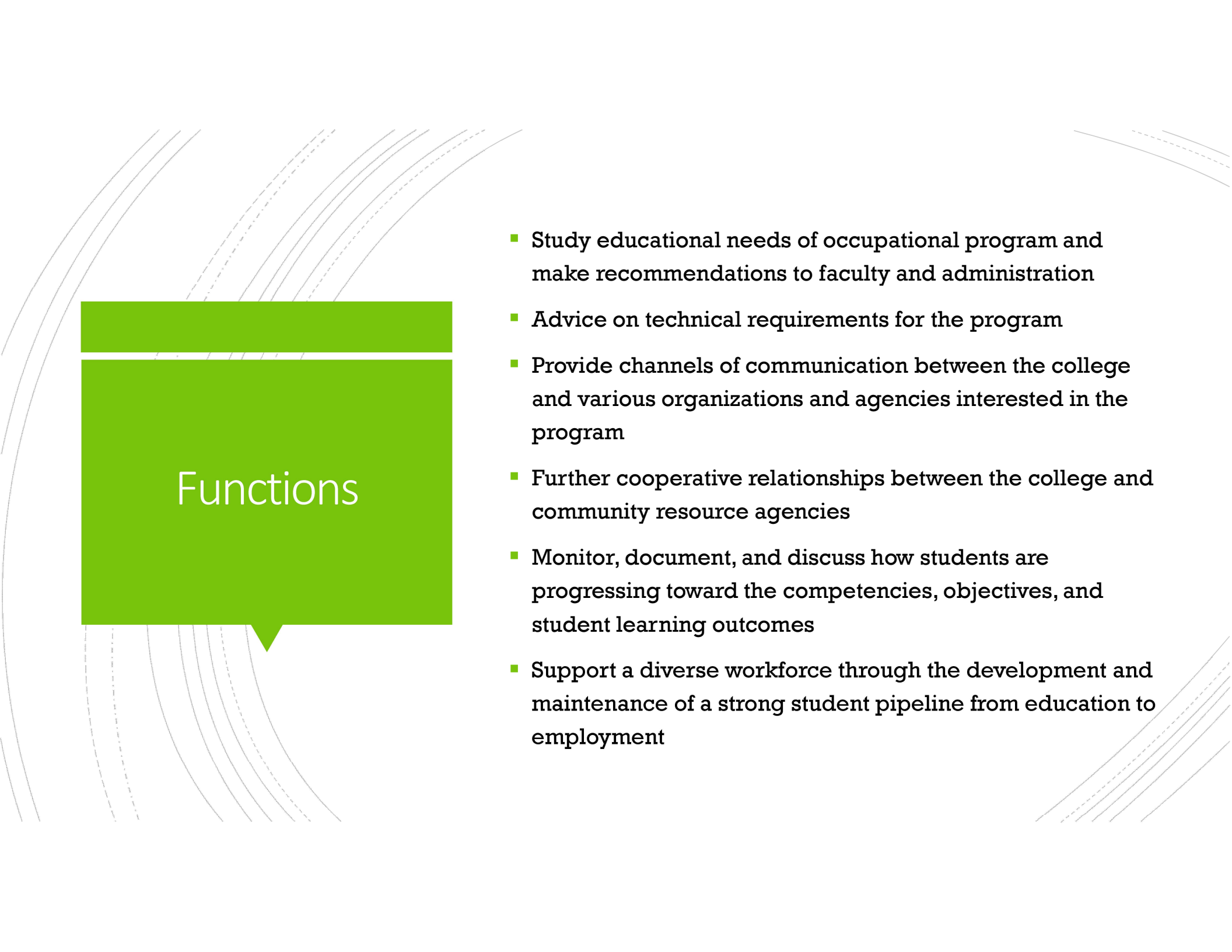
- Committee meets a minimum of once a year
 - Once per semester recommended
- Membership list
- Meeting agendas
- Meeting minutes
- Evidence of participation
- Degrees and certificates – course and program descriptions with learning outcomes
- Degree and certificate student data – completion, success, retention, demographics
- Employer responsibilities provided to members



Required Stakeholders

- Program faculty
- Industry representatives
- Regional Director
- Students and/or alumni

CONSULTATION				
Required Stakeholder Groups	AGREEMENTS FOR EXPANSION			
	Program Advisory Committees	Local Planning Team	Districtwide Consultation Group (NEW)	Regional Consultation Group (NEW)
CTE program representatives at the secondary and postsecondary levels, including teachers, faculty, administrators, career guidance and advisement professionals, and other staff	CTE Faculty	CTE Faculty and Lead Perkins/Career Education Dean(s); with the addition of: Counselor representative (Job Placement, WBL, and or Job Developer), and Outreach representative	Lead Perkins/Career Education Deans including District Dean; SDUSD Director of CCTE	Lead Perkins/Career Education Deans
State or local workforce development board representatives	NA	NA	NA	SDWP
Representatives from a range of local businesses and industries	Industry representatives (majority of committee membership should be industry/employer); Regional Director of sector (formerly known as DSN)	Industry representative(s)	NA	Regional EDC, SD Chamber; Regional Directors (formerly known as DSNs)
Parents and students	Student representatives and/or alumni to be added	Student representatives	NA	NA
Representatives of special populations	NA	Local DSPS to be added; Student Equity Initiative(s) rep to be added; Student Equity Deans to be added	DSPS District Director	NA
Representatives from agencies serving at-risk, homeless and out-of-school youth	NA	NA	NA	SD regional representative(s) (Calworks, County Office of Ed, Housing Commission)
Representatives from Indian Tribes or Tribal organizations, where applicable	NA	NA	NA	NA

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Functions

- Study educational needs of occupational program and make recommendations to faculty and administration
- Advice on technical requirements for the program
- Provide channels of communication between the college and various organizations and agencies interested in the program
- Further cooperative relationships between the college and community resource agencies
- Monitor, document, and discuss how students are progressing toward the competencies, objectives, and student learning outcomes
- Support a diverse workforce through the development and maintenance of a strong student pipeline from education to employment

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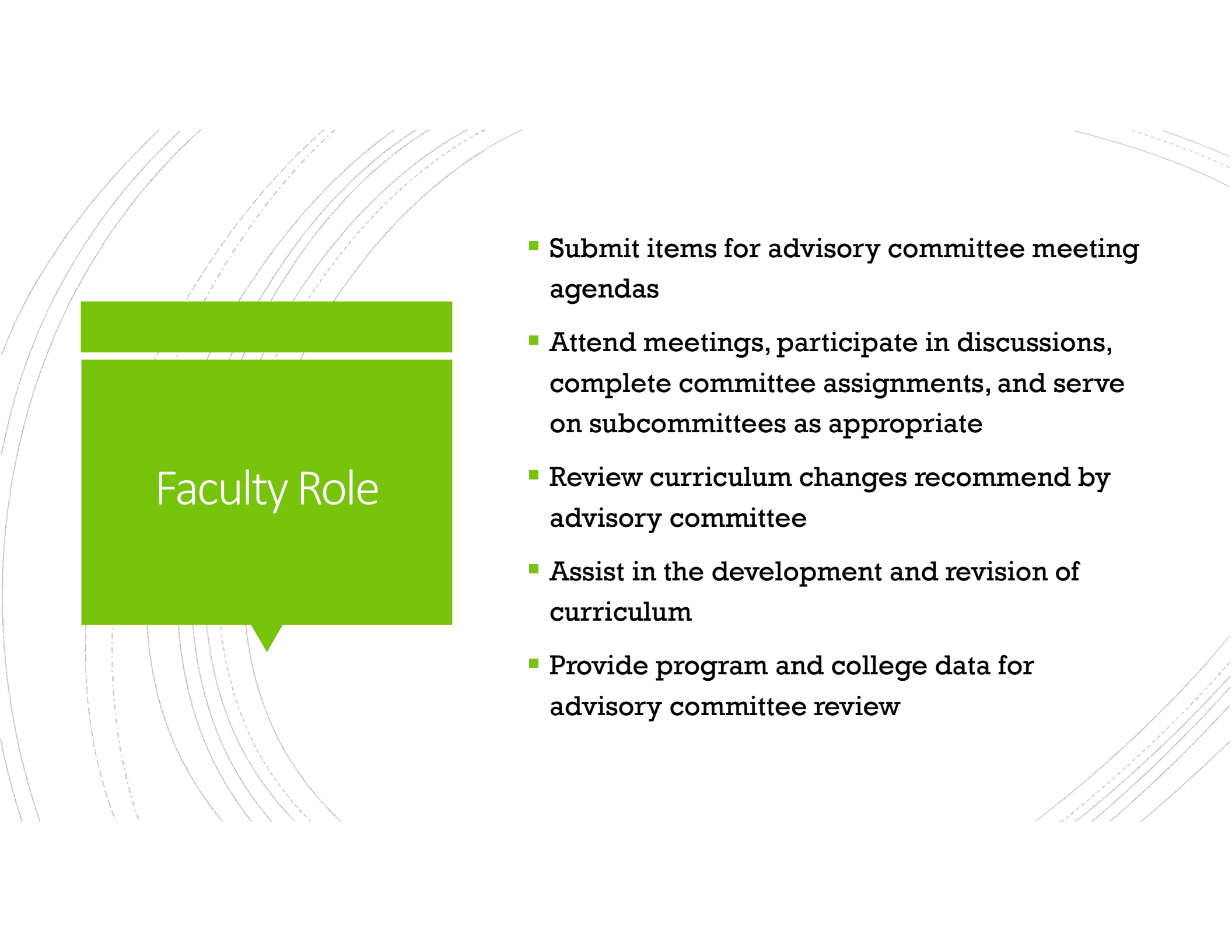
Committee Structure

- Majority of committee members must be industry and/or employer representatives
- Committee should reflect composition of the community's businesses:
 - Small, medium, and large companies
 - Technicians, supervisors, and management
 - Ethnicity and gender – reflective of the diverse student body
- Recommended representation:
 - Career education administrator
 - Professional association or chamber
 - Counselor
 - WBL
 - Four year institution
 - K12
 - Noncredit or college faculty

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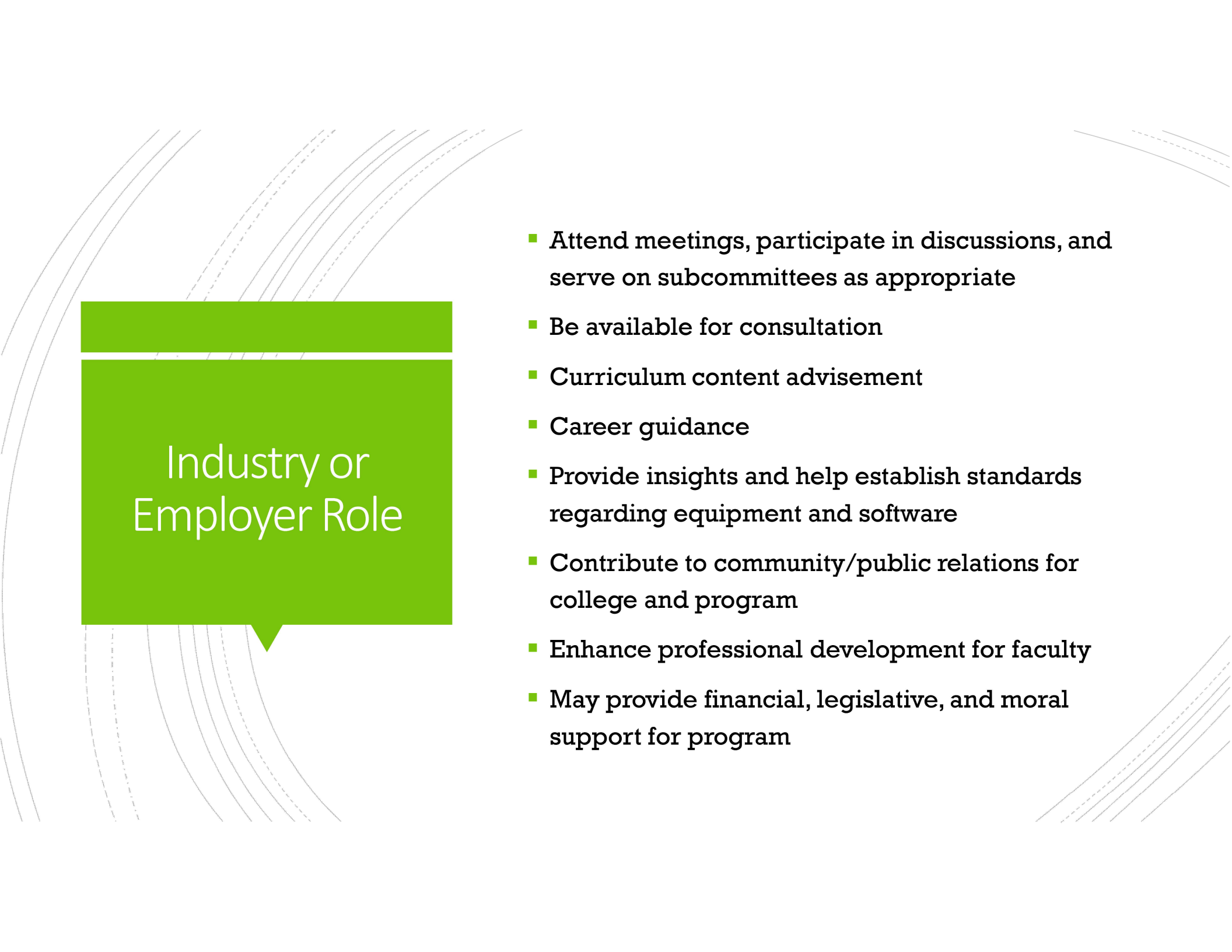
Committee Chair

- **Advisory committee shall select a chairperson to conduct the meeting**
- **Committee chair shall be an employer or industry representative**
- **Chair may be reelected every 2 years**

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Faculty Role

- Submit items for advisory committee meeting agendas
- Attend meetings, participate in discussions, complete committee assignments, and serve on subcommittees as appropriate
- Review curriculum changes recommend by advisory committee
- Assist in the development and revision of curriculum
- Provide program and college data for advisory committee review

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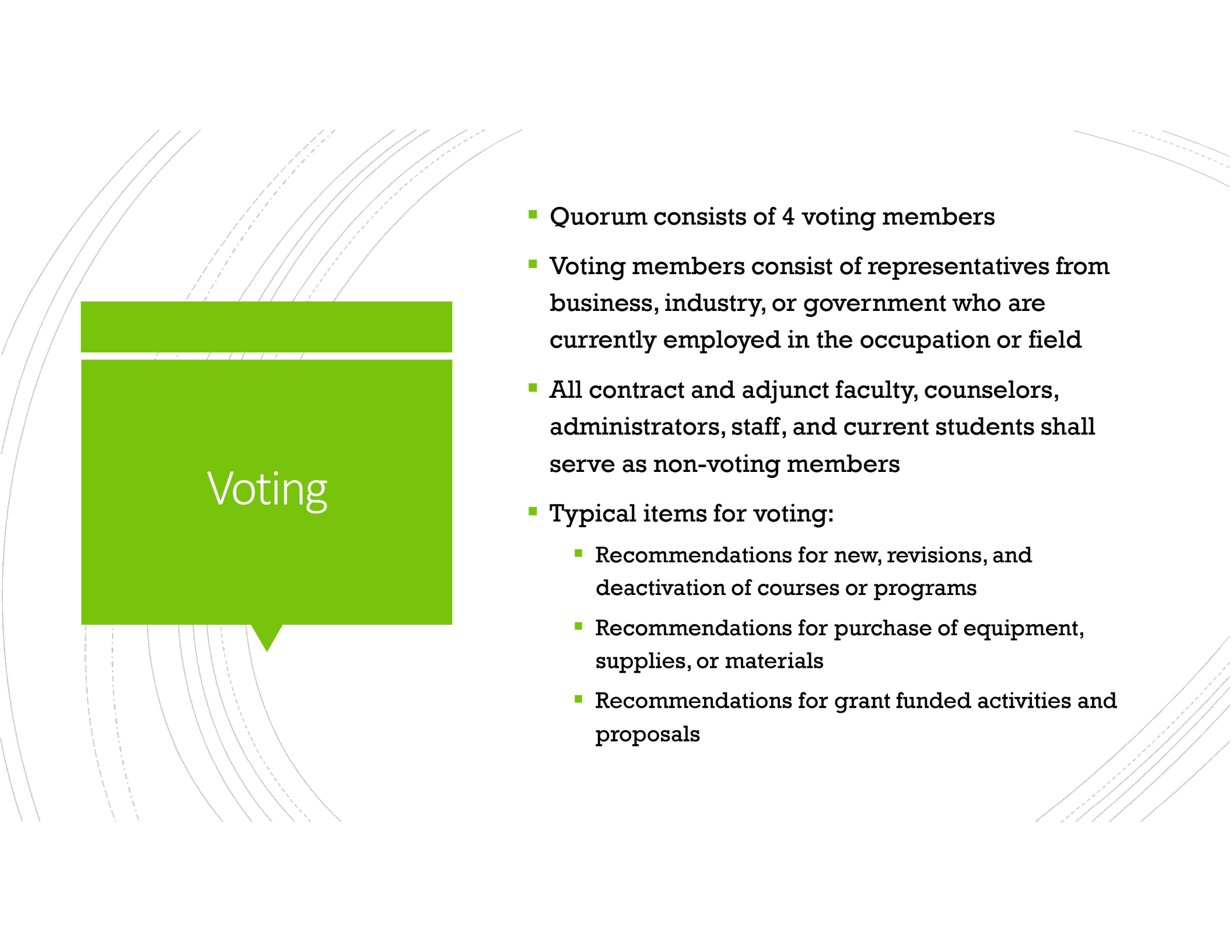
Industry or Employer Role

- Attend meetings, participate in discussions, and serve on subcommittees as appropriate
- Be available for consultation
- Curriculum content advisement
- Career guidance
- Provide insights and help establish standards regarding equipment and software
- Contribute to community/public relations for college and program
- Enhance professional development for faculty
- May provide financial, legislative, and moral support for program



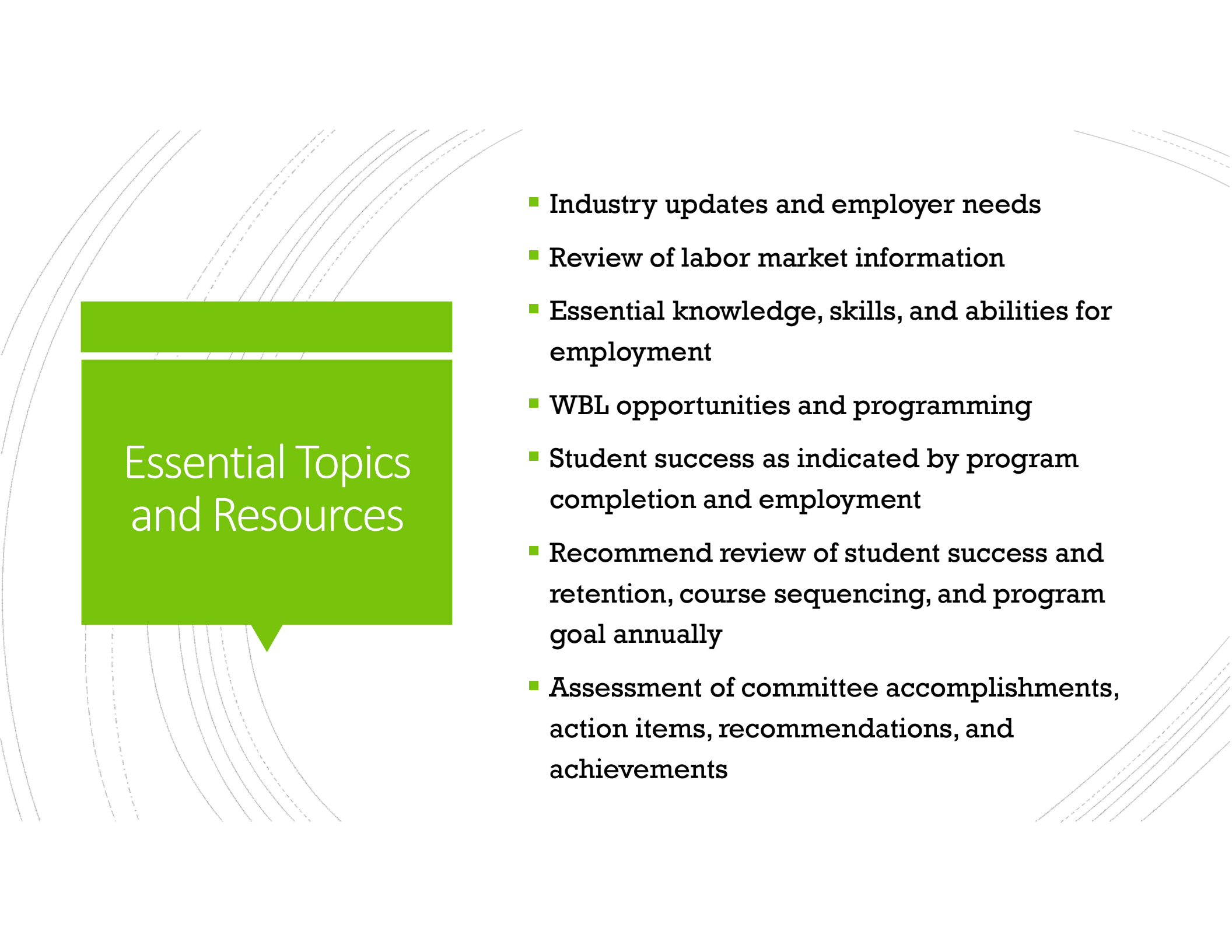
Appoint someone
for the following
tasks

- Agenda development
- Note-taking/preparation of meeting minutes
- Meeting minute distribution
- Committee member list management



Voting

- Quorum consists of 4 voting members
- Voting members consist of representatives from business, industry, or government who are currently employed in the occupation or field
- All contract and adjunct faculty, counselors, administrators, staff, and current students shall serve as non-voting members
- Typical items for voting:
 - Recommendations for new, revisions, and deactivation of courses or programs
 - Recommendations for purchase of equipment, supplies, or materials
 - Recommendations for grant funded activities and proposals

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Essential Topics and Resources

- Industry updates and employer needs
- Review of labor market information
- Essential knowledge, skills, and abilities for employment
- WBL opportunities and programming
- Student success as indicated by program completion and employment
- Recommend review of student success and retention, course sequencing, and program goal annually
- Assessment of committee accomplishments, action items, recommendations, and achievements