

Spokane Community College

**ADVISORY COMMITTEE HANDBOOK
CAREER & TECHNICAL EDUCATION**



**Community Colleges of Spokane
Spokane Community College**

Workforce Education
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INTRODUCTION

Introduction

Career and technical education programs are a vital part of the community in which they belong and reflect the day-to-day occupational life of that community. If this reflection is to be accurate, strong partnerships between these programs and industry are essential. One of the most effective methods of developing these partnerships is the career and technical education advisory committee.

Career and technical education, perhaps more than any other type of education program, requires close cooperation with the private sector. It prepares individuals to enter the labor force and provides the means for retraining and upgrading their skills. To maintain relevancy of the career and technical education, programs must continually be evaluated and re-evaluated by people actively involved in industry.

The Washington State Board for Community and Technical Colleges has recognized the importance of citizens' participation in, and input to, the career and technical education process by developing policies mandating the establishment and utilization of local career and technical program advisory committees. The specific policies, rules, and regulations adopted by the State Board are contained in the State Board for Community and Technical Colleges Policy and Procedure Manual Chapter 4: Instructional Program and Course Development, Section 40.20-Advisory Committees for Professional Technical Programs.

The purpose of this handbook is to aid career and technical education advisory committee members and community and technical college faculty, staff, and administrators to improve the quality of professional technical education locally and in the state of Washington. It is intended to serve as a resource regarding purpose, structure, creation, and operation of effective advisory committees.

PART 1: PURPOSE AND ROLES OF ADVISORY COMMITTEES

Part 1:

- ✓ Purpose of the Committee
- ✓ Role of the Committee
- ✓ Role of the Chairperson
- ✓ Role of the Program Director or Department Chair

Purpose of the Committee

The primary purpose for Advisory Committees is to serve as advisors to the college, providing advocacy, equipment recommendations, curriculum recommendations, and support for quality career and technical education programs. Advisory Committees have no administrative or legislative authority. Each community and technical college is required to develop and publish Advisory Committee procedures – thus this handbook – which describe its unique implementation of the State Board for Community and Technical Colleges Policy.

The Advisory Committee can be formed for a single program, a group or cluster of like programs within the college, or a regional committee for a single program or cluster of like programs in a geographical region. If the program cluster or regional Advisory Committees are used, the college should ensure that every career and technical program area is adequately represented.

The clustering of Advisory Committees is recommended to enable balanced representation while minimizing the burden of excessive meetings.

Role of the Committee

Career and technical Advisory Committees have three major roles. They are to advise, assist, and provide support and advocacy for quality career and technical education.

In an advising role, Advisory Committees assess specific areas of the career and technical education program and formulate suggestions and recommendations designed to improve that specific area. Suggestions and recommendations should be presented formally to the college administration. Examples of

recommendations could include modification of curriculum content, purchase of new instructional materials or high-tech equipment, adoption of a new safety policy, and the like.

In an assisting role, Advisory Committees help instructors and administrators carry out specific activities. Examples include judging competitive skill events, setting up scholarships, and obtaining media coverage for special events.

In a support and advocacy role, Advisory Committees promote and advocate the quality of career and technical programs throughout the community. Examples include talking to legislators, showing public support of career and technical education, and writing articles for local newspapers.

Role of the Chairperson

The chairperson plays a critical role in maximizing the effectiveness of the committee. The chairperson sets the tone for the committee, because it is he or she who helps develop the agenda and moves the committee through each agenda item. The chairperson must be aware of the role and responsibilities of the position of chairperson. There are four major elements to becoming a successful chairperson.

- **Keep the committee's purpose in mind**

The Advisory Committee's overriding purpose is to help improve and modernize the career and technical program it is serving. The chairperson should be familiar with the Washington State Ethics Law and help members avoid possible conflicts of interest.

- **Take charge**

To be effective, Advisory Committee members must feel that their time and expertise are being utilized. The chairperson, together with educators, needs to create an environment that will result in an effective and successful committee.

- **Expect results**

An effective committee must be goal oriented. Committees must decide what it is that they want to accomplish and then develop a plan to accomplish it. The chairperson guides members through a series of discussions resulting in a program of work which will lead to an anticipated outcome.

- **Be organized**

Well-organized committee meetings add to the committee's effectiveness. The chairperson should meet with the program director or department chair at least two weeks prior to a committee meeting and plan an agenda. The agenda should include minutes of the most recent committee meeting, standing committee and subcommittee reports, officer reports, and unfinished and new business. The chairperson should pace the meeting to complete all agenda items in an organized way and on time. The committee should know well in

advance the date, start time, ending time, and location of all meetings. A good practice is to set a date and time for the next committee meeting prior to adjourning.

Role of the Program Director or Department Chair

The role of the program director or department chair in developing and working with the Advisory Committee is critical to the effectiveness, value, and success of the committee. Effective guidelines for program directors or department chairs working with Advisory Committees include:

- Ensure that the Committee Chairperson & members receive timely committee training.
- Assist in recruiting a diverse group of Committee members and assure that the roster reflects business, industry and labor.
- Provide information and follow through.
- Provide guidance and support.
- Ensure that copies of the meeting minutes are on file in Division/Dean's office and an e-copy is forwarded to the Workforce Education Department.

PART 2: PROCEDURES FOR ESTABLISHING ADVISORY COMMITTEES

Part 2:

- ✓ Organizational Structure
- ✓ Process for Merging Two or More Committees
- ✓ Frequency of Meetings
- ✓ Quorum
- ✓ Size of the Committee
- ✓ Attendance
- ✓ Terms of Service
- ✓ Composition of Members
- ✓ Nomination Procedure
- ✓ Selection and Duties of Officers
- ✓ Orientation of New Members
- ✓ Washington State's Ethics Law and Responsibilities
- ✓ Charter or Constitution
- ✓ Bylaws

Organizational Structure

Development of an organizational structure and operating procedures for the Advisory Committee should involve committee members. The structure and procedures are usually developed as part of the committee's constitution and bylaws. This section outlines areas for committee members to consider as they develop the rules and procedures to govern the operation of their committee.

Included in this section are frequency of meetings, quorum, attendance, size of committee, terms of service, composition of members, nomination procedures, selection and duties of officers, orientation of new members, Washington State's Ethics Law, Charter or Constitution and bylaws.

Once the Advisory Committee is established, a membership roster must be developed and kept current as membership changes. Appendix 8 is the suggested format and must be submitted to the Workforce Education Department upon initial implementation and as updated.

Process for Merging Two or More Committees

The Advisory Committee can be formed for a group or cluster of like programs within the college. If the program cluster is used, the college should ensure that every career and technical program area is adequately represented. The clustering of Advisory Committees is recommended to enable balanced representation while minimizing the burden of excessive meetings.

Merging of two or more like programs can be achieved by electronic notification by the Division Dean to the Workforce Education Department. The notification should include reason for merger, effective date, new membership roster, and Advisory Committee meeting minutes from all involved committees approving the merger.

Frequency of Meetings

A minimum of two meetings, with a quorum, should be held during each academic year.

Quorum

A quorum must be established for each Advisory Committee and is defined as fifty-one (51) percent of **voting** advisory committee members. (See Composition of Members section for what defines “*voting member*”.)

Size of the Committee

The size of the committee may vary by the scope of the career and technical education offerings, diversity of businesses and industries in the community, and the purpose of the committee. Effective Advisory Committees should be large enough to reflect the breadth of programs, yet small enough to operate effectively. The recommended minimum is five members; eight to fifteen members is the usual size. If the program cluster or regional Advisory Committees are used, the college should ensure that every career and technical program area is adequately represented.

Attendance

Members not attending at least fifty (50) percent of the scheduled meetings should be replaced in order to maintain a viable committee.

Terms of Service

Three-year terms of service most easily allow for continuity and change. One-third of the total membership can be appointed beginning each year after the first year of operation. To establish this rotation with a new committee, members can draw lots for one, two, or three-year terms, with one-third of the committee in each category. New members are appointed as terms expire.

It is recommended, if feasible, that members not be appointed to consecutive terms and that at least a one-year absence is considered before reappointment. By establishing a length of term, time demands for members will be clarified at the outset.

Composition of Members

To provide effective communications between career and technical education programs and the community, advisory committee membership must be representative of various interests in the college's service area.

Advisory Committee membership will strive to ensure representation of gender and cultural diversity and include equal representation of employees and employers. Additional members may be selected from the following:

- Individuals with disabilities or educationally and economically disadvantaged individuals who reside in the area served by the program
- Employed graduates of the program

The program director or department chair, dean, and other faculty/staff/administrators serve as **nonvoting** members. The program director or department chair should attend all meetings to provide information and to participate in discussions.

If the occupation offers an apprenticeship, and a local JATC (Joint Apprenticeship and Training Committee) is active in the area, at least one labor and one management member of the JATC must be invited to participate, or a letter on file stating that no representation is available from the Labor Liaison.

Nomination Procedure

Committee members may be elected or appointed. One procedure for nominating members is for the program director or department chair and instructors to recommend a list of possible nominees to the Dean. Another procedure used is to contact specific businesses or organizations to have them select individuals from their business or organization to serve on the committee. The invitation to serve should be in writing and initiated by the division's dean (Appendix 2).

Following the nominee's acceptance of the invitation to serve, an appointment letter should be sent by the division dean. The committee recorder should initiate the letter and include the term for which the appointment has been made.

The Advisory Committee Chairperson should contact new members to welcome them to the committee and to provide them with appropriate material such as the committee's constitution and bylaws, a list of current members, the current program of work, and minutes of recent meetings.

At the conclusion of the term of appointment, retiring members receive a letter of thank you from the president of the college. Send notification to the Workforce Director at MS 2090 to initiate letter.

Selection and Duties of Officers

The success of the committee depends primarily on the leadership abilities of the officers.

Election of officers may be at the first or last meeting of the school year. Elections held during the last meeting of the school year are preferable.

Suggested officers are a chairperson and a vice-chairperson. Typical procedures, personal characteristics, and duties for each position follow:

Chairperson

The chairperson's leadership is the key to the committee's success. A business/industry advisory committee member must chair the committee. Faculty is not to serve in the capacity of chairperson. Responsibilities of the chairperson include:

- Work with college and community representatives to plan and carry out the committee's program of work.
- Prepare meeting agendas and assist school representative in handling details regarding meetings.
- Preside at meetings.
- Arrange the committee's work activities and keep group efforts focused.
- Delegate tasks and follow-up work.
- Arrange to have background information and reports presented to the committee.
- Appoint standing committees and subcommittees.
- Represent the committee at official meetings and functions.
- Submit written recommendations of the committee to the dean of the program.

- Follow up on committee recommendations and actions.

Vice-Chairperson/Co-Chairperson

The skills and characteristics of the vice-chairperson should be identical to those of the chairperson. In the absence of the chairperson, the vice-chairperson should preside at committee meetings.

Orientation of New Members

New members should be oriented to their responsibilities and tasks. The new member orientation would include a review of this handbook, the committee's constitution and bylaws, a list of current members, information about the education program along with its goals and objectives, and a tour of the program's facilities.

Washington State's Ethics Law and Responsibilities *RCW Chapter 42.52*

Although state ethics laws are directed toward state and public employees, Advisory Committee members are indirectly affected by the law through their relationships with college employees. For example, the ethics laws govern all actions and working relationships of state employees with current or potential customers, government representatives, the media, and others. In these relationships, state and public employees must observe the highest standards of ethical conduct. Each employee is expected to place the college's best interest above his or her own self-interest in all education, business, and other matters and decisions where there is an actual, potential, or appearance of a conflict of interest. College administrators, faculty, and advisory committee members may not use their position for personal gain or private advantage within any relationship.

Considerations

- Ethics laws are designed to protect faculty and advisory committee members from liability issues
- The perception of wrongdoing can become a violation
- Advisory committee members can innocently become involved by receiving preferential treatment or services for free
- If the program has a business aspect or charges for services, there is a huge potential for violations

Examples

- Photo instructor uses state chemicals and facility equipment to develop photos for personal business = Misappropriation of state resources
- Automotive instructor moves Advisory Committee member to head of list for automotive work = Preferential treatment

- Automotive instructor uses Advisory Committee member's car to instruct; i.e. detail car = Preferential treatment

A copy of the Washington State Ethics Law can be obtained from the Workforce Education Department or find at: apps.leg.wa.gov/RCW/default.aspx?cite=42.52

Charter or Constitution

Effective Advisory Committees have a constitution and bylaws that establish operating guidelines for the committee. As a minimum, these documents usually include:

- Name of the committee
- Purpose
- Relationship to the college administration and Board of Trustees
- Membership
- Organizational structure
- Procedural rules and bylaws

Appendix 3 is a sample constitution for an Advisory Committee. This is an example and is not intended to be all-inclusive. The constitution should be tailored to the needs and requirements of the program and the college.

Bylaws

Bylaws cover operation of the committee, selection of officers, appointment of subcommittees, responsibilities of members, and establishing of the program of work.

Because the rules of operation may need to change as the program of work or committee membership changes, bylaws should be reviewed and discussed at the beginning of each school year. Appendix 4 is a sample of committee bylaws and is not intended to be all-inclusive.

PART 3: PLANNING AND CONDUCTING COMMITTEE MEETINGS

Part 3:

- ✓ Planning Meetings
- ✓ Conducting Meetings
- ✓ Minutes of Meetings

Planning Meetings

Successful committees meet regularly. Meeting dates are set by the group during development of the annual program of work (*See Part 4: Planning a Program of Work*).

The general planning process involves reviewing minutes of the last several meetings and the annual program of work in order to create the meeting agenda. A sample agenda for a regular meeting is outlined in Appendix 5.

In preparation for the meeting:

- Establish and publicize time, date, and location of each meeting.
- Arrange for a meeting room and equipment.
- Notify committee members and appropriate college officials, in writing, of meeting date, agenda, and location.
- Arrange for refreshments, meals, special presentations and the like, if appropriate.
- Confirm all arrangements several days before the meeting.
- Call committee members and other attendees to remind them of the meeting.
- Prepare materials for items to be addressed.

Emphasis on attendance and participation on committee work builds commitment and interest. A meeting notice, agenda, background materials, and minutes from previous meeting should be sent in advance to members and appropriate college officials

Conducting Meetings

The following guidelines are useful for facilitating group activities and interactions at committee meetings:

- State the purpose of the meeting and review the agenda. Some committees set goals or objectives for each meeting as a way of focusing on purposes.
- Encourage all members to speak and to respect the rights and opinions of each individual.
- Ask clarifying questions.
- Periodically, summarize discussion and point out the connections and contradictions between points.
- Use parliamentary procedure for decisions; otherwise, encourage open and informal discussion. The majority rules, but minority opinions must be addressed.
- Consider and resolve one issue at a time.
- Explore and encourage all points of view in working toward consensus.
- Show strong interest in attendance, ideas, and program of work.
- Distribute work assignments throughout the group.
- Make assignments and work tasks clear and specific; explain expectations, time lines, and products. Discuss background of issues so that everyone shares a common understanding of the terminology and the importance of the problems.
- Structure the meeting to avoid wasted time. This conveys a sense of organization, purpose, and productivity.
- Keep members informed of activities and progress.
- Recognize and reward members. Even a simple thank you is an effective reinforcement.
- Evaluate committee work regularly.

The atmosphere for interaction is critical. It is through discussion that members present views and develop findings, while moving toward consensus. The most productive atmosphere in a group meeting is a supportive atmosphere. The least productive atmosphere is a defensive one.

Minutes of Meetings

As the official record of committee activities, minutes keep individuals and groups informed about the committee's concerns, decisions, and activities. They remind members of the group's progress; they document the committee's productivity and its contribution to the career and technical program. Minutes must be accurate, thorough, maintained promptly and continuously for three years, uniform in style, and document proceedings of the committee.

Appendix 6 is an example of typical minutes for an advisory committee. Specific comments and ideas may be attributed to individual members.

The Workforce Education Department is **required** to have meeting minutes on file for the past three years.

Original meeting minutes can be kept on file in the Division/Deans office but an electronic copy should be sent to the Workforce Education Department upon completion.

PART 4: PLANNING A PROGRAM OF WORK

Part 4:

- ✓ Planning a Program of Work
- ✓ Establishing Annual Priorities
- ✓ Specifying Committee Activities
- ✓ Developing Planning Tasks
- ✓ Assigning Responsibilities
- ✓ Establishing Timelines
- ✓ Realistic Enterprise

Planning a Program of Work

To be an effective advisory committee, the work of the committee must be organized and highly structured. This does not mean it has to be complicated.

In developing a program of work, the committee should continually keep two things in mind. One is the needs of the program. The second is the requirements of the business community.

Appendix 7 is a sample program of work that committees may use to plan their program of work.

Establishing Annual Priorities

In developing a program of work, the first thing Advisory Committee members must do is to decide what they want to accomplish. This first step is a process identifying and establishing priorities regarding the function of the committee over the course of the school year.

This handbook lists nine very broad functions that are generally performed by Advisory Committees. These functions are not all-inclusive and may include:

- Community Relations
- Community Resources
- Curriculum Review and Updating
- Student Organizations
- Student & Graduate Employment

- Staff Development
- Legislative Process
- Program Review
- Recruitment

There are three items that should be considered as the committee discusses the selection of the committee functions. These include:

- Discussion of past accomplishments
- Current and future needs of the program
- Current and future needs of the community

Appendix 7 is a sample program of work in which program review was selected as the committee's annual priority. This function appears in the first column.

Specifying Committee Activities

Once the committee has identified its functions, the discussion should become more specific in terms of exactly what the committee wants to accomplish.

This handbook outlines a series of activities the committee may want to consider as they plan their program of work. These activities include but are not limited to:

Curriculum activities

- Identify new technologies to include in program
- Determine labor market needs, trends and directions
- Compare content of program with competencies required for entry into the occupation

Program review activities

- Review program goals and objectives
- Compare student performance standards to business/industry standards
- Evaluate quality and quantity of graduates and employment

Student & Graduate employment activities

- Organize employer/student conferences
- Promote potential cooperative work experience, internship sites with other employers
- Recommend employability skills curriculum content

Community relations activities

- Increase community awareness of programs through newspaper, radio and television
- Obtain contributions to promote programs
- Assist in determining nominations for the Washington Award for Vocational Excellence (WAVE) scholarship program

Community resource activities

- Identify community resource people
- Provide tours and field trip experiences
- Provide speakers

Recruitment Activities

- Assist in reviewing instructor selection criteria
- Assist in recruiting new staff
- Assist in recruiting potential students

Student organization activities

- Assist in developing competitive skills events
- Sponsor student organization activities
- Judge competitive skill events

Legislative activities

- Talk to legislators about the needs of the program and/or career and technical education in general
- Promote legislative support
- Involve legislators in local WAVE recognition events

Staff development activities

- Provide in-service activities on current methods and processes for instructors
- Provide instructors with retraining and back-to-industry opportunities for technical upgrading
- Recommend instructors for certification

In column two of the sample program of work (Appendix 7), the committee has specified two activities to work on regarding program review.

Developing Planning Tasks

Having selected committee activities, discussion should center on how the committee plans to carry out the activities.

Several factors need to be considered, including time, cost, people power, community and college support. These planning tasks should be sequenced in the order in which they are to be carried out.

Assigning Responsibilities

In order to accomplish each planning task, an individual or group must be assigned to carry it out. In some cases, the entire committee may be assigned, while other tasks may best be assigned to an instructor or individual committee. Individuals assigned should have a clear understanding of what is expected.

Establishing Timelines

In addition to clearly understanding what is to be accomplished, each person assigned to a specific planning task should know when the task is to be completed. By establishing time lines for each planning task, individual members and instructors assigned to a given task can plan accordingly.

Realistic Enterprise

If a job account or realistic enterprise is to be conducted by or in a professional-technical program, a procedural plan must be on file and should be jointly approved by the college and the Advisory Committee. The plan should describe, as a minimum, hours of operation, the goods and services that will be produced or sold, what the charges, fees and taxes will be for each, who is eligible for services, and on what time basis.

PART 5: IMPLEMENTING A PROGRAM OF WORK

Part 5:

- ✓ Implementing a Program of Work
- ✓ Formulating Advisory Committee Recommendations
- ✓ Advisory Committee Action
- ✓ Periodic Review of the Program of Work

Implementing a Program of Work

The desired outcome of any program of work is either a committee recommendation or a specific committee action. If the committee specifies activities that relate to an “advising” role, the end result would be a recommendation for the college or the program to consider specific action. On the other hand, if the program of work calls for more of an “assisting” or “advocacy” role, the end result should be the committee’s carrying out specific action to accomplish a given activity. Both recommendations and committee action have one overall intent, which is to improve and modernize the program in order to better serve the needs of students and the community.

The following information describes a process for developing committee recommendations, committee actions, and periodic review of the program of work.

Formulating Advisory Committee Recommendations

Under its advising role, the advisory committee may want to conduct activities designed to study or assess specific areas of the career and technical program. The conclusions and findings of such activities may call for recommendations to change various aspects of the program.

Recommendations should be formulated after the committee has spent sufficient time to study and discuss specific issues and to thoroughly review and discuss the specific recommendations.

Recommendations should be brief (one to two sentences). They should be clear and concise and describe specific action the committee wants considered. Some recommendations may need to be preceded by rationale. This rationale should

include why changes are needed and how they would benefit the program, the college, and/or the community. The number of recommendations should be kept to a minimum.

Committee members must remember that they have no legislative or administrative authority. College officials will review and consider committee recommendations and provide appropriate, timely responses.

If a recommendation is denied, it would be appropriate for either the advisory committee or college officials to call for a meeting to discuss the reason for the denial. In turn, the committee needs to consider the reasons their recommendation were not accepted, respect the responsibility and authority of college officials, and move on to considering alternative ways of improving the program.

Advisory Committee Action

When the Advisory Committee dedicates its program of work to the role of "assisting" or "advocacy," there may not be a need to formulate specific recommendations. Rather, the outcome of the program of work may be for the committee itself to carry out specific activities. Judging competitive skill events, determining WAVE scholarship nominees, and assisting students in developing interviewing skills are examples of specific committee action.

College officials should be kept informed as to any action taken by the committee. It may be appropriate for the committee to meet with college administrators to brief them on committee action on an annual basis.

Periodic Review of the Program of Work

The Advisory Committee should routinely evaluate or review the program of work. This review can be helpful as the committee carries out its functions, activities, and tasks. Specifically, a review can help the committee in determining:

- The extent to which it is accomplishing the program of work.
- The extent to which the recommendations and actions have strengthened and modernized the program.
- Future direction, functions, and activities for the committee.

This review can be formal or informal. The goal of the review is to help the committee determine its overall effectiveness.

A complete list of Advisory Committee Checklists and Report Forms can be obtained in the WorkForce Education Department.

APPENDICES

Appendices

Appendix 1

Member Nomination Form

DATE: _____

SPOKANE COMMUNITY COLLEGE

ADVISORY COMMITTEE MEMBER NOMINATION FORM

(Please print or type all information neatly)

Program: _____

Program Director / Department Chair: _____ Phone: _____

Proposed Member's Name: _____

Employer: _____ Position: _____

Employer Address: _____

Telephone (H): _____ (W): _____

(C): _____ Fax: _____

Home Address: _____

Email: _____

Recommended by: _____

Forward completed form to: Spokane Community College
Dean, (Name of division)
1810 N. Greene St., MS (mail stop)
Spokane, WA 99217-5399

*****For College Use Only*****

Three year term of office:

From: _____ To: _____

Approved: _____

Appendix 2

Sample Invitation Letter

Date

Potential Committee Members Name

Address

City, State Zip

Dear Mr./Ms. Last Name:

Your experience and demonstrated competency have led to your recommendation for membership on the (name of program) Advisory Committee. The Committee is composed of outstanding business, industry, labor, and civic representatives from our community. It works to forge closer cooperation between business and education by continually improving the career and technical education preparation for students at Spokane Community College. Your insight into training needs and competencies would be of great value.

We realize your time is limited; therefore, we will make every effort to keep our meetings prompt, precise, and purposeful. There will be a minimum of two meetings a year for each of the three years of your term.

We invite you to become a member of this important Committee. Your three-year term would begin (date). Please consider this invitation and inform us of your decision by (date). We look forward to working with you.

Sincerely,

Dean

(Name of division)

Sample Constitution

**CONSTITUTION
(NAME OF PROGRAM) SPOKANE COMMUNITY COLLEGE
ADVISORY COMMITTEE**

I. Name

The committee will be called the (name of committee).

II. Purpose

The committee is created for the purpose of working with the (name of career and technical program) and will limit its activities to advising, assisting, and advocating on matters that directly concern the instructional program. The committee's work should be designed to help Spokane Community College improve the quality of instruction.

III. Relationship of Committee to Educational Governing Board

It is the role and sole prerogative of the Board of Trustees and the College President to enact policy. The (name of committee) may offer recommendations for and provide information relative to policy about the instructional program through the program director or department chair and the dean for (name of division).

IV. Membership

Composition: The (name of committee) will consist of (number of) members who are currently employed in the occupation. Members will be selected by (name and position of division dean) and appointed by the college president. Advisory committee members will constitute a cross-section of the employment community. Moreover, equal representation of employers and employees engaged in the occupation will be maintained.

Term: A term of office will last for three years, with one-third of the membership appointed each year. Terms may be renewable under extenuating circumstances and within twelve (12) months after conclusion of an earlier term. Terms will begin on (date).

V. *Officers*

The committee will have a chairperson and a vice-chairperson who are elected by the membership for one-year terms. Elections for the next term will be held at the last meeting of the present term.

VI. *Executive Committee*

The Executive Committee will consist of the chairperson, vice-chairperson, and the department chair or program director who serves as an ex-officio member. The Executive Committee will act upon urgent committee matters between committee meetings, prepare agendas, and call special meetings as necessary.

VII. *Procedural Rules*

Bylaws: The committee will draft and adopt a set of written bylaws. Bylaws require a two-thirds vote for adoption or change.

Meeting: The committee will meet at least twice (2) per year. Written notices will be mailed to members at least (number of) days before each meeting.

Minutes: Minutes of each meeting will be written. The division administrative assistant or secretary will distribute minutes to committee members. Copies will be forwarded to the Dean of (Name of division) and the Workforce Director for filing as official records.

Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the dean of (Name of division). Documents will include both suggested action and justification for suggestions. The Dean will respond/react to such recommendations/report in writing.

Dismissal/Replacement: Members who are absent without reasonable cause from (number of) successive meetings will be considered to have resigned their seat. Members desiring to leave the committee prior to the date their term expires should notify the program director or department chair and the dean for (Name of division) in writing. The committee chairperson and program director or department chair will move to fill a vacated position.

Public Announcements: While members are expected and encouraged to discuss the instruction program within the community, individual members will not report opinions expressed in meetings, nor will they report independently on committee actions.

VIII. *Amendments*

The constitution and bylaws may be amended or added to by a two-thirds majority vote of active members present at any scheduled committee meeting.

Constitution Adopted: (date)

Sample Bylaws

BYLAWS
(NAME OF PROGRAM)
SPOKANE COMMUNITY COLLEGE

ARTICLE I

Committee Operation

- Section 1** Meetings will be held at a time and date specified by the committee.
- Section 2** At least two (2) meetings will be held each academic year. The exact number of meetings will be determined by the annual program of work.
- Section 3** The Executive Committee will develop the agenda for each meeting.
- Section 4** The program of work will be a consideration in setting the agenda for each meeting.
- Section 5** Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- Section 6** A quorum will consist of fifty-one (51) percent of voting advisory committee members.
- Section 7** Meeting minutes will be recorded for each meeting and distributed to each member and appropriate college officials.

ARTICLE II

Subcommittees

- Section 1** Standing subcommittees should be established for such areas as deemed necessary by the chairperson.
- Section 2** Subcommittees may be of any size.
- Section 3** Subcommittees will elect their own chairpersons.

ARTICLE III

Officers

- Section 1** Officers will be elected by a simple majority. Officers will serve a one-year term and may be re-elected.
- Section 2** Officers will include a chairperson and a vice-chairperson.
- Section 3** Officers will be elected at the first meeting of each new academic year.

ARTICLE IV

Member Responsibilities

- Section 1** Each member will attend meetings and participate in work activities.
- Section 2** Each member will study the issues or problems that come before the committee.

ARTICLE V

Program of Work

- Section 1** An annual program of work will be established by the committee during its first meeting each year. Included in the program of work should be goals, objectives, tasks, time lines, member(s) responsibilities, and date completed.

Bylaws adopted: (date)

Appendix 5

Sample Meeting Agenda

**(NAME OF PROGRAM) SPOKANE COMMUNITY COLLEGE
ADVISORY COMMITTEE**

**1810 N. Greene St.
(Building, Room Number)
(Date)
(Time Frame)**

Call to Order

Approval of Minutes

Unfinished Business

Report of Response to Previous Committee Recommendations

Report of Subcommittee on Competencies

Update on Program of Work for this Year

Other

New Business

Establish Subcommittee on New Technology

Assess Equipment and Facilities

Elect Next Year's Officers

Other

Next meeting date, time, and location

Adjourn

Appendix 6

Sample Meeting Minutes

SPOKANE COMMUNITY COLLEGE

ADVISORY COMMITTEE MINUTES

_____ *Program Name*

MEETING/DATE/TIME/PLACE: _____

MEMBERS: Present

MEMBERS: Absent

Voting

Non-Voting

Voting

Non-Voting

TOPICS DISCUSSED:

*

*

OLD BUSINESS:

*

*

NEW BUSINESS:

*

*

MOTIONS:

*

*

ACTION ITEMS ASSIGNED:

NEXT MEETING: (DATE/TIME/PLACE): _____

PREPARED BY: _____

Appendix 7

Sample Program of Work

PROGRAM OF WORK					College		Spokane Community College									
					Program											
COMMITTEE FUNCTIONS	COMMITTEE ACTIVITIES	PLANNING TASKS	PERSON(S) RESPONSIBLE	TIME LINES												
				20__ - 20__												
				J	A	S	O	N	D	J	F	M	A	M	J	
				u	u	e	c	o	e	a	e	a	a	u		
				l	g	p	t	v	c	n	b	r	l	y	n	
Program Review	Review Program Objectives	<ul style="list-style-type: none"> Provide current district/program philosophy, program objectives, and outline of technical content for review. Obtain local/state labor market information. Contact local employers to validate program competency requirements. Compare student performance standards to business/industry standards. Develop and present recommendations for revision of goals and objectives. 	Instructor			✓										
			Member y				✓	✓								
			Member y and x				✓	✓	✓	✓						
			Committee						✓							
			Committee						✓	✓	✓					
			Committee				✓	✓								
	Review Program Placement and Employee Satisfaction	<ul style="list-style-type: none"> Review college's survey of last year's graduate/completer placement. Identify and interview employers of recent graduates/completers to determine satisfaction. Review related instruction in writing resumes, job application techniques, interview, and job search. Schedule, present, and discuss results of this activity. 	Members x, y, and z						✓	✓	✓					
			Committee and Instructor									✓				
			Committee										✓	✓	✓	✓

