**Los Medanos College Advisory Committee Recommendations and Guidelines:**

Committee Membership

1. Committee membership should be diverse in gender and ethnicity, and is composed of individuals who represent a broad cross-section of the occupational area; including labor, supervisors, managers, staff, alumni and students.
2. High School partners with aligning programs and those with articulation agreements should be invited to support pathways into the college.

Meeting Minutes

1. Committee meeting minutes are maintained as a permanent record and are distributed to the appropriate administrators and members of the advisory committee. Completed minutes will be posted on the Office of Instruction website and should be sent to Dean Hannum upon completion.
2. Previous meeting minutes should be sent before the next meeting and reviewed at the succeeding meeting.

Agendas

1. Agendas should be sent to participants prior to the meeting.
2. Agendas should be printed and distributed to each committee member at each meeting.
3. A designated person from the department should take notes and be asked and ready to do so prior to the meeting.

Labor Market Data

1. Labor market data is available for use in the P Drive under “Labor Market Information.” This information is useful for supporting programmatic enhancements or changes and giving committee members a local understanding of the labor market.