
LOS MEDANOS
COLLEGE

**Program Advisory Committee
Recommendations and
Guidelines**

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Background on Career Technical Education

Career Technical Education (CTE) is an organized system of programs that are directly related to preparing, upgrading, or retraining students for careers requiring less education than a baccalaureate degree but more than a high school diploma.

High quality programs foster the development of a well-trained and well-educated workforce. The best programs maintain a culture of continuous improvement, and one component of that culture is operating a Program Advisory Committee.

What is a Program Advisory Committee?

A Program Advisory Committee (PAC) is a group of industry professionals who provide an outside perspective on program structure and curriculum in order to maximize student success outcomes.

The primary purpose of the advisory committee is to provide recommendations to the program on establishing, operating, and evaluating programs to better serve the needs of students, businesses, and industry, particularly with regard to changes and trends in the equipment, techniques, and standards used in the field. It is a resource and a connection to the workforce for CTE faculty, administrators, and students.

Why should my program have an advisory committee?

Done well, they improve student success outcomes.

Today's rapidly changing society requires that educational institutions and the communities they serve work closely together, especially in CTE programs. Excellence in Career Technical Education is everyone's goal, and to achieve that goal, it is vital that we align our training programs with the needs of our industry

partners. Advisory committees bring employers and educators together and provide a format for sharing information and ideas. Employers are an integral part of recommending, designing and updating curriculum and technology to be sure that students learn the most current skills that meet employers' needs.

The goals of a Program Advisory Committee include:

- Improve the alignment between CTE programs, businesses, and industry
- Validate the goals and objectives of the program
- Review, analyze, and provide recommendations for program improvement
- Provide cutting-edge expertise to the program in reviewing curriculum, technology, facilities, equipment, budget, student competencies, and student placement in related occupations
- Facilitate discussion among educators, businesses, and industry in general

Advisory Committees are also required by several laws and contracts.

Colleges that operate CTE programs and receive state and federal funding are **REQUIRED** to establish and operate Program Advisory Committees by:

- Title V of the Higher Education Act
- The Carl D. Perkins Career and Technical Education Act (CTEA).
- California Education Code
- The California State Plan for Career Technical Education
- The United Faculty contract with Contra Costa Community College District

What does the Committee actually DO?

Program advisory committees perform a wide variety of functions, but their general role is to provide advice and input on the program. They have no authority to directly change or implement policy or curriculum, nor do they exercise any authority over faculty or staff.

Some categories and specific issues that committees often address are:

Program Content:

- Review goals, objectives, topics, and scope of the CTE program
- Review student enrollment & graduation rates
- Advise on local labor market needs and trends
- Review course content and sequencing to align occupational and employability skills with industry needs
- Review and recommend safety policies and procedures
- Review program materials & equipment; recommend changes to meet current industry standards
- Solicit additional funding and donations for materials and equipment, and for awards and scholarships
- Support and promote LMC programs
- Recommend new programs as needed

Recruiting:

- Recommend potential instructors and technical resource personnel
- Provide feedback on new student recruiting plans, focusing on addressing equity gaps in the industry
- Help develop incumbent employee training pipelines
- Assist in recruiting new advisory committee members and volunteers

Job Placement:

- Provide work experience, internships/externships, apprenticeships, or other work-based learning opportunities for students
- Provide classroom speakers and job-site field trip experiences
- Notify program and Career Center staff of industry-specific résumé and interview norms and entry-level job openings

Committee Membership

Selection Criteria

Committee members should be representative of the industry sector and include:

- Representatives of business and industry, including labor organizations
- Faculty and college administrators (must invite your dean or a manager)
- Students and alumni of the program
- Career guidance and academic counselors
- Representatives of special populations

[Per California Department of Education CTE Office (CA DOE), based on the Perkins Act]

If local K-12, Adult Education, or Community-Based Organizations (CBOs) have related training pathways or articulation agreements with the LMC program, it may be useful to invite them to join the PAC.

“The committee should represent parity (an equal number of representatives) between all groups involved. There should never be more district or school staff than representatives of business/industry/labor.” [CA DOE] Representation on the committee should be diverse in gender and ethnicity to the degree feasible.

Selection Process

The CTE instructor, CTE/school administrator, and current program advisory committee members should identify potential candidates. Potential program advisory committee members must possess knowledge, skills, and experience in the CTE program area they serve.

Once a new member is identified, send a formal invitation letter, such as the sample in the Appendix. [See sample in Appendix]

Terms of Service

Program advisory committee member terms should be established. This promotes a continuous flow of new ideas that help keep the committee's advice current and relevant. The most common structure is a three-year term of service, staggered so that one-third of the membership is replaced each year. Organizing rotating terms offers the following advantages:

- Terms are long enough for members to become thoroughly familiar with the program and the committee's purpose and potential
- Members in the second or third year of their terms have the benefit of experience, while new members add fresh ideas and perspectives
- Members are more likely to participate when the commitment level is clear

The committee chair should also encourage effective program advisory committee members to serve consecutive terms.

Member Obligations

Each member of the committee agrees to the following general commitments:

- Attend and participate in all meetings
- Respect the rights and opinions of other committee members
- Openly share the current and projected workforce needs of the industry
- Promote LMC CTE programs and student employment within their company and in the community

Committee members are volunteers, serving without pay.

Size

There is no fixed number of members that will satisfy all situations. The membership needs to be large enough to be representative of the discipline and still be able to function effectively and efficiently. Seven (7) to eleven (11) people are suggested with nine (9) being a workable medium, per CA DOE.

The official membership list must be submitted to the respective Dean of the department as well as the Office of Workforce and Economic Development

(mrodriguez@losmedanos.edu) by September 1st each year. This is the official list for the academic year and will be used to determine a quorum for meetings as well as official documentation for accreditation.

Committee Meetings

Frequency

A program advisory committee should meet as often as necessary to ensure program success. The United Faculty contract states that the advisory group must meet “at least once each semester to advise the program coordinator”; however, more frequent meetings may be needed. [United Faculty Contract, Section 6.2.3.2.30.3]

Locations

Program advisory committee meetings should be held at LMC campus or a member’s business facility within LMC service area.

Agenda

The agenda should be set well ahead of the meeting and distributed to members along with the invitation and a parking pass. It is helpful to maintain a template that includes standing agenda items as well as space for ad hoc items. Faculty should work with program advisory committee chairs to determine appropriate topics and input needed on an annual basis. [See sample in Appendix]

Meeting Minutes

A specific person should be assigned to take the official notes during the meeting. That person needs to compile their notes and record them as the minutes of the meeting. [See sample in Appendix] Copies of the official minutes and the attendance sign-in sheet must be submitted to the LMC Office Workforce and Economic Development (mrodriguez@losmedanos.edu) and distributed to committee members within 3 business days of the meeting.

Meeting minutes become official documents of the college and may be used for grant applications, grant reports, and accreditation.

Committee Chairperson

The role of the committee's chairperson is to provide direction and to serve as a spokesperson for the program advisory committee. Typically, the chairperson of the committee is a permanent full-time Los Medanos College Faculty member, the lead faculty for the department. This person should serve a minimum of one school year and be appointed/reappointed annually, usually at the first meeting of the school year. Exploratory programs may have an alternate committee chair as the program is being incubated.

The duties of the chairperson include:

- Coordinate the planning and developing of an agenda for each meeting with the CTE instructor(s)
- Preside at committee meetings, giving members the opportunity to express their opinions, give advice, and make recommendations
- Provide input, when appropriate, to the CTE school administrator regarding the committee's findings and recommendations
- Serve as the spokesperson for the committee in meetings with LMC administrators, as necessary
- Appoint a representative to facilitate the meetings in the chair's absence
- Ensure that membership rosters are submitted by September 1st each year, and that meeting agendas minutes are recorded and submitted within 3 business days

The United Faculty contract also stipulates "Program coordinators who fail to [hold advisory committee meetings] shall be ineligible for coordinator compensation" [United Faculty Contract, Section 6.2.3.2.30.4]

Administrative Support

Career and Technical Education Dean

The dean provides leadership in establishing and maintaining program advisory committees and gives the necessary support and assistance to CTE instructors as they carry out their duties and responsibilities.

The duties of the CTE dean include:

- Meet with the program advisory committee as necessary
- Review committee minutes
- Respond to committee recommendations, including status updates
- Ensure committee members are recognized and thanked for participating
- Assist program staff in identifying potential committee members
- Assist the CTE program chair in informing the CTE Committee and other LMC administrators of the committee recommendations and future plans for the program

Workforce and Economic Development Department:

The Workforce and Economic Development Department can provide a variety of support options to CTE departments and advisory committees.

- Administer an online tool to manage meeting scheduling and reminders
- Administer a post-advisory meeting survey of members to capture feedback and provide results to the department
- Provide current labor market data for the program, including local job demand, wages, and graduation rates
- Administer survey on PLO alignment with industry needs as required for accreditation through the Western Association of Schools and Colleges (WASC)
- Assist with recruiting industry representatives for committee membership. (The department needs at least 6 weeks' notice in order to reach out to industry partners.)

- Archive meeting agendas, minutes, and committee rosters. Please use the following naming conventions
 - Email Subject: “CTE Advisory – [program name]”
 - Documents: “[Year-term-program-type]” For example, 2019-Fall-Automotive-Agenda.doc
- Provide assistance with meeting facilitation

Please contact Melina Rodriguez (mrodriguez@losmedanos.edu, 925-473-7417) with questions or requests.

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Sample Letter of Invitation to Join Program Advisory Committee

[Date]

[Name], [Title]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Los Medanos College is seeking advice and assistance from key business and industry partners to keep our state-approved Career and Technical Education (CTE) programs relevant. You have been identified as an individual with expertise in the [CTE Program Name] area.

We would like to invite you to become a member of our [CTE Program Name] advisory committee, which meets a **minimum** of two times a year. The purpose of the advisory committee is to provide assistance and recommendations for the continuous improvement of our CTE program.

We are looking forward to working with you and the other advisory committee members. We will be contacting you with more details. Feel free to contact [Appropriate Contact Person Name] at [Phone/Email].

Thank you for your consideration.

Sincerely,

[Appropriate Signature]
[Name of Administrator and/or Teacher]
[Title]

LOS MEDANOS
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Sample Letter of Appointment to Program Advisory Committee

[Date]

[Name], [Title]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Thank you for your willingness to serve on the [Committee Name] Advisory Committee.

This letter is to inform you that your appointment to the [Committee Name] Program Advisory Committee is effective beginning [Month] [Year], and ending [Month] [Year].

The [First/Next] meeting of the committee will be held at [Place], in [Room Number], on [Date], at [Time].

We wish to thank you for accepting this committee appointment. We appreciate your willingness to assist us in supporting career and technical education opportunities for students in our community.

[Note any enclosures and add any specific information such as parking permits, etc.]

Sincerely,

[Appropriate Signature]

[Name of Administrator and/or Chair of Committee]

[Title]

cc: [Appointee's Supervisor]

LOS MEDANOS COLLEGE

Sample Emails of Meeting Notice

1st Notice to “Save the Date”:

Dear Advisory Member,

*This email is to request you **SAVE THE DATE** for the next [identify program] Advisory Committee Meeting.*

The [identify program] Advisory Committee is scheduled to meet on Tuesday, October 10, 20XX from 11:00am-1:00pm at Los Medanos College in the [name of building] in room [room number].

An agenda, parking permit and campus map with directions will follow.

If you have any questions or comments please feel free to contact me.

Thank you,

[Your Name]

[Title]

2nd Notice of Meeting (Include Agenda, Parking Permit & Campus Map):

Dear Advisory Member,

We appreciate your ongoing support of our program. The [identify program] Advisory Committee Meeting will be held on [date and time] at Los Medanos College in the [name of building] in room [room number]. Breakfast/Lunch will be provided.

Attached please find the minutes of the last meeting, agenda, parking permit and campus map.

Please RSVP by [insert date].

If you have any questions or comments please feel free to contact me.

[Your Name]

[Title]

Board members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 |
Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

Discussion Items:

Welcome/Introductions

Review Last Meeting's Minutes

Program Details and Discussion:

1. Labor Market Information/Industry Trends
2. Program Enrollments
 - a. By Course
3. Degree Completion and Program Enrollment Numbers
 - a. AA/AS Degrees
 - b. State
 - c. Local
4. Curriculum Updates and Feedback
 - a. PSLO Assessment Feedback
5. Resources/Equipment Required and/or Acquired
6. Pathways Collaboration
 - a. Articulation
 - b. Dual-Enrollment
7. Work-Based Learning
 - a. Internships
 - b. Job Shadow
 - c. Guest Speaker(s)
 - d. Cooperative Work Experience (COOP)
8. Future Planning
9. Open Discussion/Committee Ideas
10. Next Steps/Meeting Review

Next Meeting Date:

Notes:

In Attendance

List attendees

Approval of Minutes

Ex: The minutes were read from the August meeting and approved.

1. Labor Market Information/Industry Trends

Notes for this section.

2. Program Enrollments

2a. By Course

3. Degree Completion and Program Enrollment Numbers

3a. AA/AS Degrees

3b. State

3c. Local

4. Curriculum Updates and Feedback

4a. PSLO Assessment Feedback

5. Resources/Equipment Required and/or Acquired

Notes for this section.

6. Pathways Collaboration

6a. Articulation Agreements

6b. Dual-Enrollment

7. Work-Based Learning

7a. Internships

7b. Job Shadow

7c. Guest Speakers

7d. Cooperative Work Experience (COOP)

8. Future Planning

Notes for this section.

9. Open Discussion/Committee Ideas

Notes for this section.

10. Next Steps/Meeting Review

Notes for this section.

Next Meeting

Date | time, Location

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.

Program ADVISORY BOARD MEMBERS CONTACT LIST

Company Name
Name:
Title:
Phone:
Email:
Address:

Company Name
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