



CAREER EDUCATION ADVISORY COMMITTEE HANDBOOK

Rev. 5/19

INTRODUCTION

Career Education (CE) programs are more important now than ever before. The local, state, and national economy relies on a well-trained and skilled workforce and CE programs are uniquely situated to fill that need. In order for the college to have programs that are preparing students to enter the workforce it is essential that colleges work with industry and community partners to ensure that the content of the programs is in line with the needs of industry. In order to this, CE programs have Program Advisory Committees to serve as a link between the industry and the program.

NAPA VALLEY COLLEGE MISSION

Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

Approved by the Board of Trustees November 15, 2012

Program Advisory Committees Purpose and Function

Program Advisory Committees advise the college on matters relating to specific career and job training programs. In general, each program has a unique advisory committee. However, at times some may be combined or altered when it is appropriate for the program and/or the industry that the program prepares students to enter. (See appendix for examples of functions and activities for advisory committees.)

Purpose

The committee helps inform the program and the college on matters relative to the industry (ies) linked to the program. This connection helps ensure the currency of the program and that students are learning what is needed by today's employers.

Membership and Committee Size

Program Advisory Committees are composed of representatives from the workforce and industry as well as members of the program faculty and college administration. Workforce and industry representatives are selected based on their specific knowledge and expertise. The Committee often include representatives from all levels of the industry including owners, executives, managers, and organized labor. Members are selected based on their experience and expertise so that the committee is well-rounded and representative of all aspects of the particular industry involved and the diversity of the community. The term of appointment shall be July 1 through June 30th of each academic year. There are no term limits.

The size of a Program Advisory Committee will depend on the scope of the industry represented, but should include not less than five members from industry partners. For the purposes of voting or representing an organization or business, only one representative should be identified to speak on behalf of that individual organization. Instructional faculty that are also working in industry are not considered industry representatives.

Functions of the Committee

Advisory Committee member duties may include but are not limited to:

1. Make recommendations on course and program content.
2. Make recommendations on program standards.
3. Make recommendations on new and replacement equipment purchases.
4. Assist with the recruitment and placement of students.
5. Provide information about industry standards and practices.
6. Provide information about labor market needs and changes.
7. Acts as a liaison between industry and the college.
8. Acts as an advocate for occupational and job training programs.
9. Additional tasks that may be needed by the program.

Meetings – Agendas - Minutes

All Advisory Committees must meet a minimum of one time each year. However, it is preferred that Advisory Committees meet twice per year. In addition to being required by state law, regular meetings are required in order to remain eligible for programs to receive state or federal Career Technical Education, Career Education, Vocational Technical Education or Economic Workforce Development grant funding (e.g. CTE, Perkins, EWD grants).

Each committee will have a chairperson that is either appointed by the Senior Dean of Career Education and Academic Pathways (CE-AP), or selected by the committee membership and confirmed by the Senior Dean.

Meetings are open to all interested faculty, staff, administrators, educational partners, and interested members of the public.

Meetings are to be held in person and, in general, should be held on campus. All advisory committee meetings will be held in accessible locations.

The chairperson shall schedule the meetings for the year and make the agenda in conjunction with the Program Coordinator and/or the Senior Dean. Agenda's must be sent to the Senior Dean of Career Education and Academic Pathways and the Career Education Division Administrative Assistant for posting at least 1 week before the meeting date.

A quorum (50% of the official membership) must be present for a meeting to be official and conduct business. All decisions made by a Program Advisory Committee should be formalized based on a motion from one member, a seconding of that motion by another member, and majority vote of those members present. Each of these actions shall be recorded in the minutes

Within two weeks of the meeting, the chairperson should submit draft minutes to the Senior Dean of Career Education and Academic Pathways and the Division secretary. Minutes should contain a list of members in attendance and those that were not present, a list of invited guests, and a record of all recommendations.

Meeting minutes must be taken and subsequently approved by the Advisory Committee. The approval of minutes shall be noted as an action item on the meeting agenda when the approval is to occur. An electronic copy of the approved meeting minutes shall be sent to the Office of Career Education for posting and storage on the Office of Career Education Advisory Committee web page. The Career Education Administrative Assistant will post agendas and minutes to the webpage.

Approval of New Members

By May 30th of each year, Program Coordinators shall submit a proposed list of and changes to the Program Advisory Committee for their area to the Senior Dean of CE-AP. The list shall include the name of each member, the agency or company they represent, the position held within the company, and contact information including telephone number and email address. This list also needs to be in a table format so private contact information can be removed before posting on the web page (see appendix for roster form). The Senior Dean will review the list to ensure adequate industry representation and after the Senior Dean approves the proposed committee, the Senior Dean will submit the list to the Board of Trustees for approval in the fall.

Program Coordinator Responsibilities

Program Coordinators are responsible for ensuring that the committee chairperson schedules meetings and that agendas and minutes are submitted in accordance with the timeline.

Program Coordinators are responsible for sending out agendas to committee members and submitting agendas and minutes to the CE Division Administrative Assistant.

Office of Career Education Responsibilities

The Senior Dean of Career Education and Academic Pathways is responsible for monitoring Program Advisory Committee activities to ensure they are in compliance with related state and federal laws and the policies of Napa Valley College. In addition, the Senior Dean will provide training related to the duties, function, and operations of a Program Advisory Committee for Program Coordinators and committee members as needed.

The Office of Career Education shall act as a repository of records of Program Advisory Committee activity.

Telephone: 707-256-7258

FAX: 707-256-7259

Appendix

1. Program Advisory Committee Meeting Agenda Form
2. Program Advisory Committee Meeting Minutes Form
3. Program Advisory Committee Advisory Committee Roster Form
4. Examples of Program Advisory Committee Functions and Activities



Career Technical Education - Program Advisory Committee Meeting Agenda

Program Name:
Program Coordinator:
Committee Chair:
Meeting Date/Time:
Location:
Date Agenda Posted:



Career Technical Education - Program Advisory Committee Meeting Minutes

Program Name:
Meeting Date/Time:
Location:
Attendees:
Minutes Taken By:

Minutes



Career Technical Education - Program Advisory Committee Roster [year]

Program Name:

Program Coordinator:

Committee Chair:

Member Name	Title	Organization	Email Address	Phone Number

Examples of Program Advisory Committee Functions and Activities

Curriculum Related:

- Advise as to industry standards, certification, or licensure requirements.
- Identify the academic competencies, employability and technical skills required for successful entry into the occupation.
- Identify new technologies to include in the program.

Facilities and Equipment Review:

- Conduct evaluation as to the adequacy of the physical facilities and condition of equipment and prepare recommendations for necessary changes, as requested.
- Assist in obtaining instructional equipment and supplies through donations, loans, grants, gifts, or at reduced purchase prices.
- Advise in development of plans for new construction or remodeling of existing facilities.
- Make recommendations and assist in the development of bid or purchase specifications when appropriate.

Student Employment Assistance:

- Organize employer/student conferences.
- Notify instructor(s) of job openings for students.
- Facilitate students in obtaining work-based learning experiences, internships, clinical rotations, or cooperative work experiences.
- Assist students in developing job interview and resume development skills.
- Hire graduates/completers of the program.

Public Relations:

- Participate in and promote special college events related to the program.
- Talk to legislators regarding the needs of the program and college.
- Promote the program to the general public.