Highline College Advisory Committee Policy/Procedure

Purpose

The College perceives advisory committees as important links between itself and constituencies that employ its graduates. Whenever appropriate, or required by higher authority, advisory committees shall be established and maintained to assist the College in meeting its service goals.

Each community and technical college or college district is required to have an industry advisory committee for each program and to follow approved College Advisory Committee Procedures. According to RCW 28B.50.252:

> Each local education agency or college district offering vocational educational programs shall establish local advisory committees to provide that agency or district with advice on current job needs and on the courses necessary to meet these needs. The local program committees shall:
> (a) Participate in the determination of program goals;
> (b) Review and evaluate program curricula, equipment, and effectiveness;
> (c) Include representatives of business and labor who reflect the local industry, and the community; and
> (d) Actively consult with other representatives of business, industry, & labor

Perkins funding: In order to access Perkins funding, the department is required to show an advisory committee that actively guides the relevance and continuous improvement of the program

To Whom Does This Policy Apply

These guidelines apply to all professional/technical programs. The college encourages departments to combine committees for related industry clusters whenever possible.

What are Advisory Committees

Professional-technical advisory committees have three major roles. They **advise** the program faculty and staff on industry requirements and changes, **assist** program staff, and **provide support and advocacy** for quality education and training. Working cooperatively with program administrators and instructors, advisory committees can significantly help strengthen and improve the programs they serve. Since they are "advisory" by design, these committees do not have administrative or legislative authority.

Membership Composition. The strength of an advisory committee is reflected in the

diversity of its membership. Consideration must be given in the makeup of the committee to gender, geographical representation, ethnicity, and nature of the occupational area represented. Advisory committees must be composed of equal numbers of employers and employees to maintain a balance of interest. When the occupation being taught is apprenticeable and a local Joint Apprenticeship and Training Council (JATC) is active in the geographical area, at least one labor and one management member of the JATC should be invited to participate on the committee.

Consideration should also be given to include representatives of local professional associations related to the occupational area, organized or non-organized employee organizations, and county/state labor councils

The Process

1) The program, in collaboration with the WF administration, will appoint an advisory committee for each professional-technical program or cluster. For these committees, they will hold a minimum of two meetings per calendar year and a quorum (greater than 50% of the membership, not including college faculty/staff) should be established for each committee meeting.
2) Documentation of agendas and minutes must be on file for the previous three years.
3) Members must be formally appointed by the college in writing for a specific term limit (three years). Members may be re-appointed for an additional term when appropriate. Programs should make sure new perspectives are included by rotating in new members on a periodic basis. Recommended committee size is a minimum of five, and the appointment process should strive to ensure diverse and inclusive gender and cultural representation.
4) Members not attending at least 50 percent of the scheduled meetings should be replaced in order to maintain a viable committee.
5) All advisory committee members need to be instructed as to their roles and responsibilities and receive ethics training as it relates to their involvement with the college.
6) The chair of the advisory committee must be elected from the private sector membership of the committee and must represent business, industry, labor, or a non-profit agency. The name and position of the committee chair should be noted on the committee roster on file.
7) The committee chair, department coordinator, and program faculty, working in partnership, are responsible for facilitating the work of the committee. The department coordinator and faculty serve as consultants to the committee. However, they are not voting members and do not count towards the constitution of a quorum. The department coordinator also is responsible for providing logistical support for the committee's work.

Responsibilities of the Advisory Committee

- Provide experience and judgment regarding regional employment opportunities and prerequisite training requirements;
- Help the College identify and recruit excellent personnel;
- Promote the College and its programs in the local community;

- Assist the College in its efforts to place successful students into appropriate careers;
- Assist the College in program development and assessment.
- Provide assistance in the development of program curriculum by review of labor market and industry standards.
- Advise the college as to the adequacy of facilities and equipment for the program and make recommendations or assist in obtaining instructional equipment as needed.
- Advise the college in the development of qualifications for instructors and the development of evaluation instruments and procedures.
- Review national and state directives and initiatives and their impact on the program, make recommendations on how to incorporate changes as needed.
- Assist the college in the development of skills and competencies expected of successful employees
- Assist the college in its efforts to place t students into meaningful and appropriate internships and/or employment.

Responsibilities of the Professional Technical Program Faculty/Staff

- Recruit Advisory Committee members and assure the minimum requirements for committee makeup
- Keep list of members current with the WF office using the provided form
- Schedule at least two meetings each academic year and submit the Agenda and Meeting Minutes using the provided template to the WF office
- Use current Lightcast data in discussions with the Advisory Committee

Responsibility of the Workforce Office

- Assist program with recruiting Advisory Committee members
- Assist program with satisfying the organized labor component
- Provide the committees with updated Lightcast data
- Support program coordinators by sending out reminders for meetings if needed; helping with scheduling meetings if needed
- Maintain a shared space for uploading documentation
- Retain required Advisory Committee documentation and records
- Provide resources for required Ethics training of all members

References: State Board for Community and Technical Colleges Policy and Procedure Manual Chapter 4: Instruction and Program Development, Section 4.40.20 – Advisory Committees for Professional-Technical programs.