

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number: I 3.0
Procedure Title: Career & Technical Education Advisory Committees
Relevant Board Policy: [E 1.6 Program and Course Offerings](#)
Originating Unit: Dean of Career and Technical Education
Maintenance Unit: Vice President for Academic Success

- I. Purpose: To define the criteria and procedural guidelines for establishing and implementing instructional advisory committees as required by the Texas Higher Education Coordinating Board's (THECB's) *Career and Technical Education Guidelines*.
 - A. Definition of Career and Technical Education Advisory Committees:
A group of individuals who are selected from the community to advise the college concerning specific career and technical education programs, courses, and curriculum. The advisory committee is one of the principal vehicles for ensuring meaningful business and industry participation in program creation and revision.
 - B. The Role of an Advisory Committee:
 1. To help a college document the need for a career and technical education program.
 2. To ensure that the program has adequate resources and a well-designed curriculum to provide students with the knowledge, skills, and abilities essential for employment.
- II. Procedure:
 - A. Advisory Committee Member Selection
 1. Membership:

Most advisory committees have five to nine members. The college is committed to creating advisory committees that reflect the diversity of the local community.

Palo Alto College will be represented on each committee by the Program Director or Department Chair, and the Discipline Faculty Lead. If needed, appropriate Continuing Education administrators and/or academic advisors may also participate in the Advisory Committee. Full-time district employees may serve only as *ex officio* (non-voting) members of the Advisory Committee.
 2. Qualifications:

Palo Alto College will establish a separate program advisory committee for each career and technical education program or cluster of closely related programs.

- a. The Advisory Committee will be composed of individuals who broadly represent the demographics of the college's service area, understand the occupational field, and possess expert knowledge about the skills used in the occupations for which training is being provided.
- b. Members will be drawn from the public and private sectors with emphasis on business, industry, and employer memberships.
- c. Full-time faculty and staff of the district will serve only as *ex officio* members of the committee.
- d. Each program advisory committee member will advise on: curriculum development and program revisions relevant to current and future trends in the field; equipment and technology acquisitions; experiential learning opportunities for students and faculty, and employment and placement opportunities for program graduates.
- e. Characteristics desirable in a committee member include:
 - i. Interest in the specific goals of the program as an employer, consumer, or practitioner.
 - ii. Competency and experience in the career area.
 - iii. Adequate time available to participate in advisory committee activities
 - iv. Willingness to share advice and concerns with district personnel.

3. Term of Office:

Upon recommendation of the Discipline Faculty Lead and with the concurrence of the Program Director or Department Chair, members will be selected for a 1-year term with the option of annual reappointment.

4. Reimbursement:

Advisory committee members serve without pay.

B. General Functions of Advisory Committees:

It is recognized that advisory committee members are representatives from the community who volunteer their time and talent to ensure quality instructional programs. This outline of general functions is presented with the understanding that requests for time and effort from the advisory committee members will be reasonable in nature. Specific functions include:

1. Serve as a communication liaison between the college and community occupational groups to relate instruction to the current and future needs of the community,
2. Review current curriculum, recommend changes, and review/approve changes recommended by instructional staff. Changes in curriculum may include changes in curriculum organization, program revisions, course

revisions, new courses, changes in degree(s)/awards offered.

3. Assist in new program development.
4. Validate specific skills required of graduates and suggest related technical information and general education content for courses/programs.
5. Offer suggestions for the selection of equipment and technology.
6. Assist in the acquisition of equipment, technology, supplies, and other donations from the community.
7. Recommend competent personnel from the occupation as potential instructors.
8. Assist in relaying current job opening information to students and graduates of the program.
9. Assist in providing external educational, clinical, or internship sites.
10. Inform the district of current labor market changes such as specific educational needs, surpluses/shortages of personnel, national/regional trends, etc.

NOTE: Advisory committees may perform additional duties and functions in accordance with guidelines from specialized accrediting agencies.

C. Operating Procedures:

1. Term of Committee:

The term of the advisory committee shall run concurrently with the academic year.

2. Meeting Frequency:

Advisory committees of existing programs typically meet, either in person or virtually, at least once per year and have a quorum present. Alamo Colleges administration requires that Program Advisory Committees meet at least twice a year.

In addition to meetings, committee members should be kept apprised of the program's performance throughout the year.

During the development of new programs, advisory committees generally meet, either in person or virtually, at least twice prior to the submission of the program and communicate throughout the program development and approval process.

3. Advisory Committee Selection Process:

At the Advisory Committee meeting held during the Spring Semester, the Discipline Faculty Lead will inquire if the existing committee members are willing to serve during the following academic year. The Discipline Faculty Lead will also inquire if the existing committee members have any recommendations for additional Advisory Committee members. These recommendations will be

vetted during the summer by the Discipline Faculty Lead and the Program Director or Department Chair.

At the Advisory Committee meeting held during the Fall semester meeting, new committee members recruited during the summer and approved by the Discipline Faculty Lead and with the concurrence of the Program Director/Department Chair will begin serving on the committee.

4. Meeting Minutes:

All advisory committee meetings are recorded as official minutes. The college is responsible for maintaining the minutes which can be requested by the THECB and the institution's SACSCOC accreditors.

Meeting minutes should use the format required by the THECB. See attached *Advisory Committee Meeting Minutes Template*.

Comprehensive minutes should include the following information:

- Committee members (name, title, affiliation)
- Committee members' presence or absence from the meeting
- Name, title and affiliation of others present at the meeting
- Signature of the recorder and date
- Evidence that industry partners have taken an active role in making decisions that affect the program.

5. Recommended Agenda Items for Advisory Committee Meetings:

Fall Semester Meeting:

- Elect the Advisory Committee Chair who must be a representative of business/industry.
- If applicable, introduce new Advisory Committee members.
- Close the loop on any business from the preceding Spring meeting.
- Discuss curricular issues for implementation the following fall. Meeting minutes reflect evidence of industry involvement with the program and committee advisement on curricular matters.
- Review of credentialing requirements and documentation that the program meets the standards of its respective credentialing agency.

Spring Semester Meeting:

- Inquire if the existing committee members are willing to serve during the following academic year. The Discipline Faculty Lead will also inquire if the existing committee members have any recommendations for additional Advisory Committee members.
- Discuss the adequacy of the program's facilities, equipment, and technology. The Advisory Committee then votes to confirm that it has reviewed the facilities, equipment and technology and made any necessary recommendations to ensure the program

meets current business and industry standards. The vote is recorded in the minutes.

- Present the current program budget to the committee and discuss its sufficiency. The Advisory Committee then votes to confirm that it has reviewed the program budget and made any necessary recommendations. The vote is recorded in the minutes.
- Review the curriculum changes proposed for the following fall and update the advisory committee on the progress made in the curricular change process. Present Key Performance Indicators (e.g., enrollment, completion, graduation data) for all awards in the program as well as current Labor Market data. The Advisory Committee then votes to confirm its satisfaction with the program's curriculum and outcomes. The vote is recorded in the minutes.
- Conclude with a discussion highlighting the partnership between the college and the Advisory Committee during the past academic year by reviewing how recommendations made by the Advisory Committee have been incorporated into/impacted the program.

Attachment: Advisory Committee Meeting Minutes Template

Date Created: October 10, 2010 Dean of Career and Technical Education

Date Updated/Approved: November 18, 2010 Ana M. Guzman President

Date Updated/Approved: June 16, 2026

Approved:

(signed: Patrick Lee)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President