

2. Effective Use of Advisory Committees

Each institution must establish separate industry-based advisory committees for each workforce education program. The broad purposes of an advisory committee are 1) to help a college document the need for a workforce education program and 2) to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision.

a. Functions of an advisory committee include:

- (1) evaluating the goals and objectives of the program curriculum;
- (2) establishing workplace competencies for the program occupation(s);
- (3) suggesting program revisions as needed;
- (4) evaluating the adequacy of existing college facilities and equipment;
- (5) advising college personnel on the selection and acquisition of new equipment;
- (6) identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
- (7) assisting in the professional development of the faculty;
- (8) assisting in promoting and publicizing the program to the community and to business and industry; and
- (9) representing the needs of students from special populations.

a. Advisory Committee Composition:

- (1) Advisory committees must be composed of persons who broadly represent the demographics, including the ethnic and gender diversity, of the institution's service area as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupation for which they are providing information and guidance.
- (2) Members should be drawn from both the private and public sectors with an emphasis on business, industry, and labor organizations.
- (3) Tech-Prep program-specific advisory committees must include members who represent secondary and higher education as well as business and industry.
- (4) Full-time faculty and staff of the college offering the program must not be members of the advisory committee, but they may serve in an ex-officio capacity. Part-time faculty who hold full-time positions within the career field may be members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

b. Advisory Committee Meetings/ Minutes:

- (1) Advisory committees of existing programs must meet in person a minimum of one time a year and should, if possible, have a quorum present. However, it is strongly recommended that contact with committees be maintained throughout the year via e-mail, fax, phone, or videoconference.
- (2) During the development of new programs, advisory committees must meet in person at least twice and communicate throughout the development and approval process. Minutes and documentation of communication must be available upon request.
- (3) All meetings of the advisory committee must be recorded in official minutes. The minutes must include:
 - (a) identification of committee members (name, title, and affiliation);
 - (b) an indication of the committee members' presence or absence from the meeting;
 - (c) the names and titles of others present at the meeting;
 - (d) the signature of the recorder; and
 - (e) evidence that industry partners have taken an active role in making decisions that affect the program.

Minutes must be maintained in college files and made available to the Coordinating Board staff upon request. A sample format for recording advisory committee meeting minutes may be found at the end of this chapter.