

How to Conduct an Advisory Committee

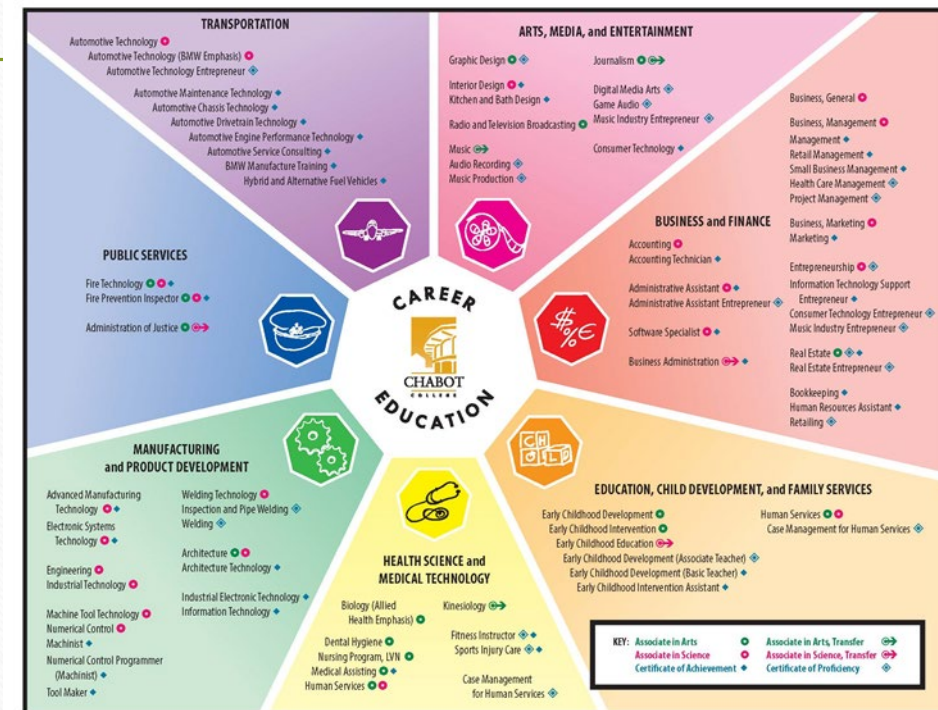
Chabot College

Dr. Kristin Lima



Overview

- Why do we have them?
- Who has to be involved?
- What are some of the key elements?
- Next Steps:
 - When?
 - Who?
 - How many?



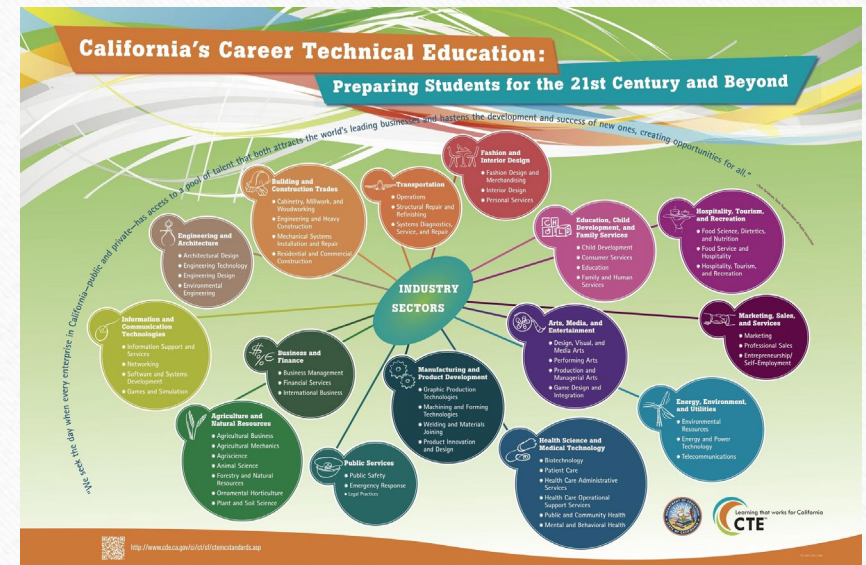
Why do we have them?

- Fundamentally to drive our instruction
- Required for Funding
- Required to make any improvements to the program that will be submitted to BACCC and the State
- Makes recommendations for any major purchases



Who has to be involved?

- **EVERY SINGLE CTE INSTRUCTOR**
- *The committee shall consist of one or more representatives of the general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.*



Involvement, continued

- From Chabot: faculty, counselors, administrators, instructional support, students
- From Chabot: representatives from Special Populations: DSPS, Puente, etc.
- From Secondary: teachers, administrator, counselor
- From Outside of Chabot: Workforce Development, Industry representatives, Adult Corrections representative, Regional Director (Micah Merrick, Mark Martin)

Key Elements of Agenda



- Introductions, Norms, Housekeeping
- Approval of Previous Minutes
- Overview of the College
 - Dean, Coordinator, etc.
- Program Status - DATA
 - Accreditation, Number of Degrees/Students/Graduates
- Response from the Participants
 - New technologies, new software, new degrees
- Requirements for Accreditation

Key Elements - Continued

- Action items are clearly documented
 - Motion, second and vote
- Have ways to submit further recommendations
 - Examples –

Recommendations

- The Advisory Committee must recommend:
 - Any equipment
 - Any new degrees/certificates
 - Any modifications to existing degrees/certificates
 - Any resources needed for special populations – tutors, etc.
 - Any skills that need to be emphasized: soft skills, a type of Weld, robotics, etc

Required

- Detailed Agenda
- Minutes: including participants, actions
- Invitation list to include: secondary, Chabot, workforce

Everyone's Responsibility

- Invite participants
- Participate in meeting
- Have an active role: facilitator, presenter, note taker, etc



Today's Goal

- Breakout Results
 - can be one meeting with beginning together or all separate except for IND'T
- Set date(s)
- Set facilitator, note taker, presenters, etc
- Brainstorm participants

Requirements

- Date is on Dean's Calendar
- Agenda out two weeks prior to meeting
- Minutes submitted to Claire Bailey two weeks after meeting

Helpful Links

- [ASCCC](#) – Make Advisory Committees work for you.
- [Template for Stakeholders](#)
- [Perkins Advisory](#)
- [Template for Advisory](#)