

CAREER EDUCATION (CE) ADVISORY COMMITTEE HANDBOOK



WELCOME

Welcome to the Cañada College CE Advisory Committee Handbook!

The CE Advisory Committee Handbook has been developed to provide structure and guidelines for the establishment and sustainability of CE advisory committees. Within this handbook, you will find comprehensive information on the purpose of CE advisory committees, steps for establishing them, suggested activities for committee meetings, and more.

We trust that this handbook will be a valuable resource for both initiating and maintaining CE advisory committees. Your contributions are essential to the ongoing success and enhancement of Cañada College's CE programs.

We extend our sincere gratitude to all committee members who generously volunteer their expertise and time to support Cañada College's CE advisory committees and programs. Your knowledge, recommendations, and feedback are instrumental in the continuous improvement and expansion of these programs. By providing invaluable insights, you contribute to shaping the CE program's curriculum, training initiatives, recruitment efforts, and overall student experience.

Thank you for your unwavering dedication and commitment to our CE programs. Your efforts are sincerely appreciated.



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GENERAL INFORMATION

WHAT IS A CAREER EDUCATION ADVISORY COMMITTEE?

A CE advisory committee is a representative group of individuals whose experiences and abilities represent a cross section of a particular occupation or discipline. The primary purpose of the CE advisory committee is to provide recommendations and assist educators in establishing, operating, and evaluating CE programs. The CE advisory committee also holds the responsibility of providing expertise in ensuring the CE programs meet the needs of students, local businesses, and industries in all facets.

WHY ARE CAREER EDUCATION ADVISORY COMMITTEES NEEDED?

CE advisory committees are needed for various reasons with the primary reason being to assist educators in improving and expanding CE programs. The advisory committees can also assist with providing opportunities for networking and discussion among educators, business, and industry. These discussions can provide CE programs with expertise in reviewing curriculum, budget, and facilities, and build connections for employment opportunities after students complete the CE programs. CE advisory committees can have many benefits to CE programs as the economy and society as a whole continues to rapidly change.

HOW ARE ADVISORY COMMITTEE MEETINGS CONDUCTED?

Meetings should all be well organized with members receiving the agenda and previous meeting minutes at least one week in advance for review. Along with the agenda any other materials needed for the meeting should be provided (budget for review, proposed curriculum changes, facilities layout and proposed changes, etc.). The meetings should be held on the college campus or via web conferencing software (Zoom, Microsoft Teams, etc.) depending on what works best for each specific CE program.

ADVISORY COMMITTEE POTENTIAL ACTIVITIES:

Curriculum Development:

- Assist with the review, enhancement, and expansion of curriculum materials to provide students with the best CE program curriculum.
- Identify in demand skills in the field.
- Review instructional materials (textbooks, software, etc.).
- Provide information on performance standards and competency levels that should be met for the field.

Job Placement:

- Provide internship, job shadow, and training opportunities to students.
- Communicate potential part- and full-time job opportunities to students.
- Prepare employment forecasts and occupational surveys.
- Bring forth any data related to employment demands for the field.

Recruiting:

- Assist in recruiting new advisory committee members, faculty, and students (secondary, post-secondary, adult, etc.).

In-service Training:

- Provide faculty opportunities to enhance and grow their skill sets in the field on the most up to date methods and processes.
- Assist faculty with issues that arise and new ideas.

Public Relations:

- Recognizing students and educators that go above and beyond.
- Attending and supporting CE program events.
- Providing guest speakers from the field.
- Securing donations and funding for the CE program (equipment, supplies, events, etc.).
- Arrange field trips and tours in the field.
- Promote the CE program.
- Assisting with presentations if needed.

Program Evaluation:

- Reviewing objectives and goals of the CE program and assisting with improvements if necessary.
- Assistance with examining outcomes of the CE program (quality, quantity, etc.).
- Ensuring the CE program is up to date at all levels (curriculum, equipment, standards, etc.).
- Participating in CE program evaluation at the college level if needed.
- Keeping up to date on legislation and the CE state and college plan.

Notes:

CREATING AND SUSTAINING A CE ADVISORY COMMITTEE

HOW ARE ADVISORY COMMITTEE MEMBERS CHOSEN?

General Committee Member Selection Notes:

- Representation: Representation should include individuals from business, industry, the CE program itself, and other college programs. Also, both current and former students may be a part of the committee. Please note business and industry should comprise a majority of the committee.
- Experience: Members should have recent related experience, the ability to attend meetings, and have an interest in education, specifically supporting the growth and enhancement of the CE program.
- Diversity: The committee should be diverse in all aspects including gender, ethnicity, age, experience, etc.

Committee Structure:

- Size: There is no correct number of members to have on a committee, but the committee should be large enough to represent business and industry and function effectively. There should be about 50% of the official committee present for meetings to proceed.
- Length: There is no correct length of term for committee members, but the recommendation is a two or three year term. Committee members can also be reappointed.
- Audience: Committee meetings should be open to all interested parties including staff, faculty, administrators, educational partners, etc.

Recruitment:

- Interview: Potential committee members should be interviewed and given the purpose of the committee, membership term, and clear expectations.
- Appointment: If selected, the individual should receive a letter of appointment including the date, time, and place of the first meeting.



ROLES AND RESPONSIBILITIES OF THE CE ADVISORY COMMITTEE MEMBERS

Committee Chair:

- Knowledgeable of the CE program and field of interest.
- Meet with faculty, CE program director, and staff to plan agenda for meetings.
- Prepare reports and activities as needed.
- Use good judgment, active listening, and fairness.
- Moderate all meetings including opening meetings, discussions, and closing of meetings.
- Approve all information, announcements, notices, etc., prior to committee members receiving any items.
- Encourage a safe and productive space.
- Dedicate additional time to committee affairs than other members.
- Avoid acting as the final authority, pressuring the committee to agree with your perspective, and discussions of issues or questions unrelated to the committee.

Committee Vice Chair:

- Work closely with the committee chair.
- Execute tasks assigned by the committee chair.
- Lead aspects of the committee meetings.

Committee Members:

- Use good judgment, active listening, and fairness.
- Be an active participant.

Secretary:

- Keep records of committee member attendance and discussions/recommendations.
- Keep a permanent record file or folder of committee activities.

HOW ARE VACANCIES ON THE ADVISORY COMMITTEE FILLED?

The CE advisory committee vacancies should be filled using the same process for recruitment of new CE advisory committee members.

RECOGNITION AND APPRECIATION OF ADVISORY COMMITTEE MEMBERS

The CE advisory committee members voluntarily give their expertise and time to the college and the college should in return recognize their service in as many ways possible. One suggestion for recognition is providing every committee member with a certificate of appreciation at the end of the fiscal year. An appreciation could be providing food and beverages at the meetings knowing these meetings generally take place before or after business hours.

CE PROGRAM REQUIREMENTS FOR ACCESSING WORKFORCE GRANTS

- The CE program needs to have an active and involved CE advisory committee.
- The CE program’s advisory committee should meet at least once every academic year.
- Please make sure the CE program advisory committee meeting agenda and minutes are uploaded to their CE program website within a week of the meeting taking place. If you need support with this please reach out to the Director of Workforce Development Jasmine Jaciw.
- CE programs must meet one or more of the Cañada College Education Master Plan (EMP) goals.



Notes:

INFORMATION TEMPLATES

Below are examples of various items your CE program can use when creating and sustaining a CE advisory committee.

Appointment Email

Dear _____ (*individual's name*):

It is with great pleasure and appreciation that Cañada College welcomes you as a member of the _____ (CE program name) Career Education Advisory Committee. Your appointment is for a _____ (two-year term; three-year term) effective _____ (date). Your knowledge, expertise, and interest in Career Education (CE) qualifies you as a highly valuable member of the committee and we hope you will find this a rewarding experience. Your interest in growing and enhancing Career Education and your willingness to serve as an advisory committee member at Skyline College is greatly appreciated. If you have any questions, please feel free to reach out to me at any time. Thank you again, we look forward to seeing you at the first advisory committee meeting!

Sincerely,

_____ (*your name*)



First Meeting Notice

Dear Advisory Committee Member,

Please **SAVE THE DATE** for the next _____ (*CE program*) Advisory Committee Meeting on Tuesday, November 14, 20XX from 5:00 p.m. – 6:00 p.m. at _____ (*location*). _____ (*breakfast/lunch/dinner*) will be provided. An agenda and directions will follow, one week prior to the meeting. If you have any questions or comments, please contact me at any time. Thank you and I look forward to seeing you then. Have a wonderful day!

Sincerely,

_____ (*your name*)

Second Meeting Notice

Dear Advisory Committee Member,

We appreciate your ongoing support of our CE program! The _____ (*CE program*) Advisory Committee Meeting will be held on Tuesday, November 14, 20XX from 5:00 p.m. – 6:00 p.m. at _____ (*location*). _____ (*breakfast/lunch/dinner*) will be provided. Attached please find the agenda, minutes from our last meeting, and a campus map. Please RSVP by _____ (*date*). If you have any questions or comments, please contact me at any time. Thank you and I look forward to seeing you then. Have a wonderful day!

Sincerely,

_____ (*your name*)

Agenda

_____ (CE program) Advisory Committee Agenda

Time:

Date:

Location:

1. Call to order
2. Attendance
3. Approval of last meeting minutes
4. Adoption of agenda
5. Unfinished business (*any follow ups from last meeting*)
6. Discussion items
7. Action items for next meeting
8. Adjournment

Meeting Minutes

_____ (CE program) Advisory Committee Minutes for _____ (date) Meeting

Time:

Date:

Location:

Members Present:

Members Absent:

Guests Invited & Present:

1. Welcome and opening of the meeting done by _____ (*individual's name*) at _____ (*time*).
2. Approval of last meeting's minutes by _____ & _____ (*two individuals names*)
3. Adoption of agenda by _____ & _____ (*two individuals names*)
4. Notes for any unfinished business
5. Notes for discussion items
6. Action items for next meeting
7. Any comments/concerns from the meeting- if none note there was none
8. The next _____ (CE program) advisory committee meeting will be held on _____ (date) from _____ - _____ (time) at _____ (location).
9. Submitter name & email at the bottom

Committee Members Contact List:

Last Name	First Name	Title	Organization	Phone #	Email Address
Douglas	George	Coordinator	Business	(999) 999-9999	name@xx.org
Salinas	Sam	Director	Business	(999) 999-9999	name@xx.com

Program of Work:

The program of work document can be used to plan for the fiscal year. The document can specifically assist the committee in finding ideas, resources, and support for objectives and activities the committee hopes to accomplish throughout the fiscal year. The document can also be used to assign roles and responsibilities to committee members.

_____ (CE program) Program of Work Plan ____-____ (fiscal year)			
Objectives	Activities	Responsible Personnel	Target Date

Notes:

Cañada College

BUSINESS, DESIGN & WORKFORCE

Last Review Date: July, 2024