



# College OF THE Siskiyou

**Siskiyou County  
Career & Technical Education  
Advisory Committee Handbook**

**Prepared by the Office of  
Career and Technical Education  
2017**

# Advisory Committees “AT-A-GLANCE”

*“Your commitment is appreciated.”*

## **Purpose of Advisory Committees**

To provide up-to-date, relevant, and comprehensive input for vocational and career education programs that ensure student’s success and the long-term prosperity of our communities.

## **Who Are Advisory Committee Members?**

- Leaders and professionals in industry, government agencies, non-profit organizations, and small businesses that are willing to share their knowledge, expertise, and wisdom.
- Educational counselors, administrators, academic teachers, instructors, parents, and enthusiastic current students who are committed to excellence in education and collaboration.

## **Key Functions of Committee Members**

- To keep the program informed about industry, agency, and workplace trends and current skill expectations.
- To represent broad points of view, with a strong sense of responsibility and civic mindedness.
- To advise in the areas of curriculum, instructor hiring criteria, equipment needs, and program funding.
- To be program ambassadors to the general public.
- To contribute to developing criteria for evaluating student performance and adapting skill standards for local needs.
- To provide cooperative work experience sites for students.

# Committee Membership Commitment

- A minimum of two meetings per year (Fall and Spring) where members participate fully and candidly – *Always appreciated!*
- A three-year rotation commitment per Advisor.

## *Here's What Committee Members Have to Say...*

*"I am proud to be part of the advisory committee and to see that my view points are now part of a program to help students."*

*"The program is dynamic, moving ahead, on the road to success. There are now more students and equipment."*

*"The program is getting exciting and I see tremendous opportunity for COS, our schools, the county, and our community to move us into the future."*

# Committee Selection Criteria

- Leadership in their field of expertise.
- Ability to work and communicate well with fellow committee members and educational staff.



# Welcome & Overview

## Career and Technical Education

*Thank you for your interest in making a difference together.*

### **Innovation through Collaboration**

Employers and community members with representatives from College of the Siskiyous and Siskiyou County schools work collaboratively on Advisory Committees to design specialized pathway opportunities for future employment and educational success. Programs include opportunities to strengthen existing employee skills and technical abilities.

Advisory Committees keep all education and training program efforts responsive to today's real needs of business, industry, agency, and community non-profit organizations. These are the employers who hire students to work, manage, and lead in our communities - *and beyond*.

### **Identified Trends & Needs for Innovative Program Design**

- Fast paced changes in the global marketplace pose significant competitive challenges for U.S. workers.
- Demand for short-term, flexible instructional opportunities are needed.
- Movement toward shorter-term curricular offerings that are customer-focused, skills-centered, modularized, and often individualized and self-paced.
- Need for skills that meet current technical and industry standards that often make use of customized instruction through contracted education.

# Roles, Responsibilities Committee Function, Effectiveness, and Benefits



*“One of my high priorities is that the program be owned by industry partners. When you take that to heart and make the program your own, like you are doing, that serves the students like nothing else. Thank you all for your efforts. Jeff Cummings*

## Committee Chair/Leadership

- The Chair is appointed by the committee members and has a clear sense of committee purpose, and;
- Creates agendas (with assistance of staff), leads committee meetings, provides committee guidance, and communicates with program staff throughout the year as needed.
- Recommends and appoints subcommittees if needed. Reviews minutes prior to distribution by staff.



***Our community partners help us educate students to follow pathways to employment!"***

*Kermith R. Walters, Siskiyou County Superintendent of Schools*

## **Committee Members**

- Attend committee meetings and participate fully.
- Share (inside and outside of meetings) their unique knowledge, diverse perspectives, experience, expertise and opinions to help develop high performance, competitive programs for students.

***Thank you!***

## **College and School Representatives**

- Notify members of time and place of meetings.
- Contribute to preparation of agenda in advance of each meeting, to assist Committee Chair.
- Collect or record minutes, then send them to Chair for review before sending out to all members with meeting handouts as attachments.
- Post minutes of all meetings on the COS website.

## Committee Effectiveness & Benefits

*“The best way to predict the future is to create it.”  
Peter Drucker, Management Writer*

Advisory Committees are successful, effective, and enjoyable when all members are focused on positive outcomes, and they decide together what they want to accomplish.

### Key Benefits:

- Many members have shared long-term valuable business relationships that have been formed as a benefit of involvement.
- Members have gained increased awareness and perspective on their communities and resources for employee & leadership training.
- Members learn professional communication, effective meeting skills, and enjoy the teamwork with other creative leaders.
- Members receive certificates of appreciation and notification of appointment to Committees in press releases if desired.



## Additional Committee Functions

- Review past accomplishments and forecast trends affecting training, education, and employment
- Provide internships for students and externships for faculty
- Evaluate criteria for evaluating student performance
- Support job placement opportunities for students
- Recommend counseling and guidance information
- Interpret the programs to the community and to employers as “program ambassadors”
- Assist in establishing standards for selecting equipment and instructional materials
- Secure donations of equipment and supplies
- Assist with student recruitment and marketing approaches
- Conduct community surveys to determine and verify the need for training, and provide tangible evidence that industry is supporting the program
- Promote financial, legislative, and moral support





# Membership Processes

## Term of Office

- The term of office for the members of each program advisory committee is set at three years. Terms will be staggered so that one-third of the committee may be replaced each year.
- Reappointment of advisory committee members for additional terms of office will be at the discretion of the college or school program.
- A minimum of 7 members per advisory board is recommended.

***Only through partnership and collaboration can we make education truly relevant to both our students and communities."***

***Marian Murphy-Shaw,  
Siskiyou County Office of Education***

## Selection Procedure

- Prospective committee members may be recommended by teaching faculty, administrative staff, business, industry and community members. Maintaining a 50% industry minimum..
- The faculty responsible for the program for which the committee is formed is responsible for contacting prospective committee members to confirm their willingness to serve.
- Applications will be reviewed by Program Administration and Committee Chair.
- A list of advisory committee members will be submitted annually to the Superintendent/President and to the Board of Trustees.

## Decision Making

The committees act in an advisory capacity. They work collaboratively to recommend effective actions. They have neither legislative nor administrative authority.

Responsibility for final decisions and actions rest with the Board of Trustees and program staff.

# Effective Committee Meetings

## **Committee Meetings That Work**

- Have clear desired outcomes/focus and agendas.
- Have clear communication ground rules and roles.
- Have a meeting leader that keeps discussion on topic, but flexible.
- Participants that are committed to the purpose of the meeting and value diverse perspectives.

## **Meeting Ground rules**

### **For Enjoyable and Effective Meetings**

All ideas, comments, and questions are valid

Everyone participates, no one dominates

“CTE will engage every student in high-quality, rigorous, and relevant educational pathways and programs, developed in partnership with business and industry, promoting creativity, innovation, leadership, community service, and lifelong learning, and allowing students to turn their “passions into paychecks” – their dreams into careers”

A Vision for the Future  
California State Plan for Career and Technical Education

**Career and Technical Education  
Advisory Committees  
CA Plan for CTE: Perkins IV Industry Sectors**

**Education, Child Development and Family Services:**

Early Childhood Education

**Business and Management:**

Business

**Health Science and Medical Terminology:**

Nursing

**Information Technology:**

Computer Science and Design

**Industrial Technologies / Manufacturing-Engineering:**

Welding

**Public and Protective Services:**

Administration of Justice

Fire Science

EMT/Paramedic