



# LARAMIE COUNTY COMMUNITY COLLEGE



## PROGRAM ADVISORY COMMITTEE HANDBOOK

Helping to ensure Laramie County Community College's academic programs are aligned with pathways that successfully transition students from education to employment.

(as of November 6, 2018)

“The mission of Laramie County Community College is to transform our students’ lives through the power of inspired learning.”

## Handbook Contents

Advisory Committee Purpose .....	3
Advisory Committee Responsibilities .....	3
School Deans and Program Faculty Duties and Responsibilities .....	4
Advisory Committee Development .....	4
Member Participation Considerations.....	5
Member Appreciation .....	5
Standard LCCC Non-discrimination Statement.....	2
Resources .....	6
Appendix A: Program Advisory Committee Charter.....	6
Appendix B: Sample Member Invitation to Serve Template.....	8
Appendix C: Sample Agenda Template.....	9
Appendix D: Sample Minutes Template.....	10

### Standard LCCC Non-discrimination Statement

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college’s non-discrimination policies. Please contact: Title IX and ADA Coordinator, Room 117, Student Services Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX\_ADA@lccc.wy.edu. 3/2016

## Advisory Committee Purpose

Laramie County Community College's (LCCC) program advisory committees help shape all credit and non-credit programs offered through the college. Program advisory committees are required per [administrative procedure 2.3.1P](#). All academic programs should be seamlessly connected from secondary education, to post-secondary education (including four-year institutions where appropriate) and into the workplace. This "connection" is considered the program's career pathway.

To ensure successful career pathways and the highest quality programs possible, an advisory committee is a judiciously selected committee comprised of members of the college's internal and external stakeholders. Internal stakeholders are key individuals that provide input related to the program's functions and processes internally and comprised of individuals such as faculty, academic advisors, administrators, students, and others as required by program accreditation agencies. External stakeholders are members of the larger community and include secondary and post-secondary education partners, business and industry representatives, economic and workforce development representatives, professional organization representatives, and members of the public. Advisory committee members are vital in the review of curriculum and other relevant programmatic practices. They provide a quality check to assure the program goals successfully align with education, industry and community partnership needs.

The purpose of this handbook is to provide school deans and program faculty with the foundational information needed to ensure the development and delivery of an advisory committee. Advisory committees help ensure LCCC's programs are relevant and of the highest quality possible. Information gained from Advisory Committees will be used in the program review.

## Advisory Committee Responsibilities

Advisory committee members share the following responsibilities:

- Advise deans and program faculty in establishing, operating and evaluating programs for students, business, industry and the community
- Acquire current information that help in the design, update, modification and expansion of programs
- Assist in curriculum review and verification of community needs
- Provide recommendations in the selection and acquisition of equipment
- Serve as a liaison between the program and industry, business, and community as it relates to student and programmatic needs
- Support program accreditation requirements where applicable

# School Deans and Program Faculty Duties and Responsibilities

## Advisory Committee Development

1. Establish an advisory committee charter that includes the committee's purpose statement, governance, member invitation to serve, notice of membership and terms, member requirements to remain in good standing, rotating member renewals for continuity, diverse membership that affords multiple perspectives of internal and external stakeholders, chairperson duties, etc. An advisory committee charter template is provided in Appendix A.
2. Develop the advisory committee structure based on program needs and accreditation agency requirements.
3. Establish committee parameters to include annual meeting requirements, meeting timing and structure, meeting planning and documentation distribution. This structure defines how often committees meet, (a minimum of once a year,) keeping meetings to one hour and providing an agenda and supportive documents at least two days in advance of the meeting.
4. Extend invitations to serve on the program advisory committee. This should be done personally by a college representative. Member acceptance should be followed up with a formal member invitation to serve letter. Invitation to serve letters should include a list of committee member responsibilities. A member invitation to serve template is provided in Appendix B.
5. Create an advisory committee meeting agenda to include pertinent information about the program, goals of the program for that year, statistical information concerning program key performance indicators (KPIs) and accreditation indicators as they relate to the goals for the year, curriculum review and changes, faculty changes, specific areas that you want the committee to provide feedback on, secondary and post-secondary alignment including dual and concurrent enrollment opportunities, academic and career and technical integration, program assessment, student assessment, industry credentialing, annual report, job skills in demand, anticipated job skill future trends, and/or other relevant information. Information gained from Advisory Committees will be used in the program review. A sample agenda template is provided in Appendix C.
6. Collaborate with an administrative support team member to:
  - a. Establish meeting dates and times with the advisory committee chairperson
  - b. Secure meeting rooms
  - c. Provide personnel for meeting minutes
  - d. Send notices of meetings to all committee members and appropriate college personnel
  - e. Send copies of minutes to committee members and appropriate college personnel no later than two weeks after the meeting
  - f. Notify members two weeks prior to meeting
  - g. Provide clerical, mail and telephone services, as appropriate
7. Save copies of the advisory committee charter and meeting minutes in the communal advisory committee folder located on the shared drive. A sample meeting minutes' template is provided in Appendix D.

## Member Participation Considerations

To guarantee success, advisory committee members must remain active and participate as defined in the advisory committee charter. Setting and reaching goals and objectives enhances the effectiveness of an advisory committee and is accomplished by recommending members that are:

- Well-informed, highly motivated members
- Subject matter experts who will promote and support program success
- Committed to accomplishing all areas of responsibility including delegating that responsibility to others where needed

Committee members should be motivated by knowing they are crucial to student and program success. All members of the committee should:

- Listen and consider each others' points of view
- Respond to committee members' suggestions
- Respect the committee members' time commitments

The end result of all advisory committee activities are recommendations for continuous quality improvement for the program that they serve. These recommendations will be documented in the advisory committee minutes.

## Member Appreciation

Advisory committee members are taking on additional duties without compensation. It is encouraged to reward and recognize committees frequently. For instance, it is suggested that refreshments should always be provided at the meetings. If meetings are held during a meal hour, the appropriate meal should be served. Additionally, school deans and program faculty recognize members by:

- Writing a thank you letter after each meeting
- Writing a letter of appreciation to members' supervisors
- Inviting members to visit classrooms or review curriculum to see how their recommendations are being implemented
- Recognizing member contributions in newsletters and press releases

In summary, committee members should be recognized and given credit for their contributions consistently throughout the year. They should be active members of the educational program and be kept informed of any changes that would impact the program.

## Resources

### Appendix A: Program Advisory Committee Charter

#### Sample Advisory Committee Charter

- I. The Committee will be called the (name of Committee).

It is authorized by the (name of governing body) and will serve at the pleasure of the governing body.

- II. Purposes

The Committee is created for the purpose of working with the (name of agriculture program) and shall limit its activities to advising on matters that directly concern the instructional program. The specific purposes of the Committee may include the following responsibilities:

- assist in placing students at employment sites
- determine necessary entry-level skills, attitude and knowledge competencies as well as performance levels for target occupations
- facilitate cooperation and communication between the program and the community
- assist in program evaluation and improvement by utilizing the \_\_\_\_\_ standards
- study number of workers needed by target occupation in the community
- help recruit students into the program
- assist the program in setting priorities, including participating in ongoing planning activities of the program

- III. Relationship of Committee to Educational Governing Board

It is the role and sole prerogative of the Board to enact policy. The advisory committee is expected to offer recommendations for instructional programs and to provide information relevant to policy about the instructional program to the administration and instructors.

- IV. Membership

Composition: The advisory committee shall consist of (number of) members. Members will be selected and appointed by the Dean. Committee members will constitute a cross-section of internal and external stakeholders, including the employment community, with special emphasis on private sector employees and employers. Moreover, at least 60 percent of the committee membership should be employees in the target jobs or supervisors of such employees. Membership shall include representation of minority and target groups whose interests must be served in vocational education.

Term: A term of membership shall last for three years, with one-third of the membership appointed each year. Terms shall not be renewable within 11 months after conclusion of an earlier term. Terms will begin on August 1.

V. Organizational Structure

Officers: The committee will have a chair, vice chair, and recording administrative assistant who are elected for one-year terms by the membership. Elections will be held at the first meeting of the new membership year.

VI. Procedural Rules

Meetings: The committee will meet at least (number of) times per year. Written notices of upcoming meetings will be mailed to members at least ten days before a meeting.

Minutes: Minutes of each meeting will be kept. Copies will be mailed to the board, local administrator(s), instructors, and committee membership within two weeks after a meeting.

Recommendations and Reports: Committee recommendations and reports will be submitted in writing to the dean. Documents will include both suggested action and justification for suggestions. The dean will respond to such recommendations in writing.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The committee will move to fill the position.

Public Announcements: While members are expected and encouraged to discuss the instructional program within the community, members shall not report opinions expressed in meetings, nor shall they report independently on committee action.

## Appendix B: Sample Member Invitation to Serve Template

Dear \_\_\_\_\_:

Thank you for your very valuable time and dedication to Laramie County Community College (LCCC) students and our community by agreeing to serve on LCCC's (name of program) Program Advisory Committee. LCCC's dedication to excellence in education is grounded in our ability to provide stellar programs of study that contribute effectively to Wyoming's workforce and economy. Your role as an advisory committee member is vital in achieving that goal.

While the school dean or the program faculty will provide a full orientation to LCCC and your advisory committee service, the following list provides recommended activities for advisory committee members:

- Advise deans and program faculty in establishing, operating and evaluating programs for students, business, industry and the community
- Acquire current information that will help in the design, update, modification and expansion of programs
- Assist in curriculum review and verification of community needs
- Provide recommendations in the selection and acquisition of equipment
- Serve as a liaison between the program and industry, business, and community as it relates to student and programmatic needs
- Support program accreditation requirements where applicable

As a member of the \_\_\_\_\_ Advisory Committee, you will have a direct impact on the \_\_\_\_\_ program and the skills needed to support workplace success and Wyoming's economic future. Our committee usually meets \_\_\_\_\_ times per year and you will be notified by \_\_\_\_\_ approximately a minimum of two weeks in advance. Meetings will be held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Lunch (or dinner) will be served for your convenience.

Once again, thank you for your commitment to serve on the \_\_\_\_\_ Program Advisory Committee for the 20\_\_-20\_\_ school year. Your time, effort and expertise is greatly appreciated.

Sincerely,

(Name of program dean and director/school chair)



## Appendix C: Sample Agenda Template

### Agenda

Program Advisory Committee: [Name of Career Pathway/Program of Study]

[Date]

[Location]

---

Welcome

Introductions of new members

Call to approve minutes from last meeting

Updates from last meeting projects

Recommended discussion points:

- Skill needs of the workforce
- Skill assessment and attainment
- Secondary/postsecondary alignment
- Emerging needs
- Industry trends and changes

New business and/or projects assigned

Timelines for new projects

Next meeting date, time and location

Adjournment

## Appendix D: Sample Minutes Template

### Minutes

Program Advisory Committee: [Name of Career Pathway/Program of Study]

[Date]

[Location]

---

Members Present:

Members Excused:

Others Present:

Call to Order:

Call to approve minutes from last meeting:

Updates from last meeting projects:

Summary of discussion points:

- Skill needs of the workforce:
- Skill assessment and attainment:
- Secondary/postsecondary alignment:
- Emerging needs:
- Industry trends and changes:
- Curriculum changes
- KPI and other relevant data

New business and/or projects assigned:

Timelines for new projects:

Next meeting date, time and location:

Adjournment – The meeting was adjourned at [time.] [Name of recorder], Recorder