COLLEGE ADVISORY COMMITTEE PROCEDURES

These procedures will:

- Define the types of advisory committees that are permissible, that allow for regional cooperation, that meet a minimum of twice each calendar year, and provide for advisory meeting minutes that are maintained for a minimum of three years.

- Define required professional-technical advisory committee membership that will strive to ensure representation of gender and cultural diversity and include equal representation of business and labor, with the committee chair elected from the lay members.

- Define a formal professional-technical advisory committee member appointment process involving college administration that sets term limits with allowed exceptions, and provides an advisory member inventory on form SBCTC ADV or a form developed at the college containing, at minimum, the same information as is on the PA-ADV.

- Describe required training for all advisory committee members prior to serving as voting members, including familiarization with Washington State's Ethics Law as it pertains to their involvement with the college.

- Provide a list of duties essential for proper functioning of the professional-technical advisory committees providing for timely feedback to committees on their recommendations.

- Describe realistic enterprise plans.

State Board staff will provide technical assistance with development of procedures.

Suggested Procedure Component Language

General advisory committee

An advisory committee must be appointed by the college administration for each professional-technical program or program cluster. The advisory committee can be formed for a single program, a group or cluster of like programs within a college, or a regional committee for a single program or cluster of like programs in a geographical region. If the program cluster or regional advisory committees are used, colleges should ensure that every professional-technical program area is adequately represented.

Regional advisory committees are helpful for the purpose of providing a coordinated educational effort among colleges and school districts.

The clustering of advisory committees is recommended to enable balanced representation while minimizing the burden of excessive meetings.

A minimum of two advisory committee meetings must be held during each calendar year. A quorum
should be established for each committee.

Minutes for these meetings must be on file for the previous three years.

**Committee Membership**

Advisory committees must be composed of equal numbers of employees and employers representing local business, labor and industry.

When the occupation being taught is apprenticeable and a local Joint Apprenticeship and Training Committee (JATC) is active in the geographical area, at least one labor and one management member of the JATC must be invited to be a part of the respective advisory committee. The college is responsible to contact the chairperson or secretary of the JATC and request representation for the specific advisory committee.

**Advisory Member Appointment Process**

Advisory committee members must be formally appointed by the college — in writing for a specific term limit (i.e., one, two, or three years). The college may re-appoint members for additional terms when appropriate.

The recommended minimum committee size is five.

The appointment process should strive to ensure representation of gender and cultural diversity.

Colleges must maintain an inventory including, at a minimum, all information requested on form SBCTC PA-ADV of the membership of each advisory committee. This inventory should be updated after each meeting.

Members not attending at least 50 percent of the scheduled meetings should be replaced in order to maintain a viable committee.

**Advisory Committee Training**

Advisory committee members need to be instructed as to their roles, responsibilities, and duties prior to serving as voting members. That instruction should also include all pertinent sections of the [Washington Ethics Law](https://legalinformation.wa.gov/), as it pertains to their involvement with the college. The committee should be clear on how the committee will carry out its functions over the course of the year, and a plan of work identified.

**Suggested Advisory Committee Duties**

A. **Curriculum**

1. Review labor market information to ensure the occupational program area is in demand and that vacancies exist for future employment.

2. Advise the college as to the industry standard or certification required by the occupational area, and/or assist in the development of skill standards where appropriate.
3. Review the content of the professional-technical program and respective courses. Advise the college of changing market conditions, technologies, and employment needs.

4. Advise as to the kinds and balance of theory, technical skill development, production work, and/or realistic enterprise tasks to be accomplished by the students, in order to ensure the most effective and efficient use of instruction time.

5. Review instructional materials and recommend those that are most appropriate to the instructional program; i.e., instructional materials, computer software, technical materials, and trade publications.

6. Assist the college in conducting special events that benefit both the student and the college; i.e. manufacturing, product seminars, and college open house.

B. **Facilities and Equipment Budget**

1. Advise the college as to the adequacy of the physical facilities and conditions of equipment, and prepare recommendations for effecting needed change.

2. Assist the college in obtaining instructional equipment.

3. Review annual budgetary requests for equipment and supplies, make recommendations, and assist in the development of bid or purchase specifications when appropriate.

4. Advise in development of plans for new construction or remodeling of existing facilities.

C. **Instructional Quality**

1. Advise the college in the development of qualifications for the hiring of instructors and serve on interview panels when appropriate.

2. Advise in the development of evaluation instruments and procedures that may assist in determining the effectiveness of the instructional program, conduct outcomes assessments, and recommend appropriate changes.

3. Recommend procedures for developing, implementing, and evaluating work-based learning experience programs.

4. Recommend instructional practices that will promote the development of a safe instructional environment, and that will instill safe work attitudes and habits in students.

5. Recommend strategies that ensure that instructor(s) maintain instructional, industry, and state-of-the-art proficiency.

6. Recommend standards and minimum academic qualifications for student enrollment into programs.

7. Advise administration regarding program continuation and/or modification as
determined by a review of outcomes.

D. **Instructional Delivery**

1. Review national and state directives and initiatives and their impact on local programs, and make recommendations on how to incorporate the required changes.

2. Help college secure qualified substitute instructors.

E. **Student Employment**

1. Recommend ways to assist students in the landing of internships and/or eventual employment.

2. Assist in the development of portable, transferable competencies, skills, and abilities expected of successful employees.

**Realistic Enterprise**

If a job account or realistic enterprise is to be conducted by or in a professional-technical program, a procedural plan must be on file and should be jointly approved by the college and the advisory committee. The plan should describe, as a minimum, hours of operation, the goods and services that will be produced or sold, what the charges, fees, and taxes will be for each, who is eligible for services, and on what time basis.

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**Revision and Amendment History**

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<tr>
<th>Description</th>
<th>Revision Date</th>
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<tr>
<td>Added 50 percent minimum attendance requirement to advisory member appointment process</td>
<td>03/10/2005</td>
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