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# ADVISORY COMMITTEE HANDBOOK

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*Linn-Benton*  
COMMUNITY COLLEGE

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## ABOUT LINN-BENTON COMMUNITY COLLEGE

Linn-Benton Community College's mission is to engage in an education that enables all of us to participate in, contribute to, and benefit from the cultural richness and economic vitality of our communities.

### **Our Values:**

At Linn-Benton Community College, our values serve as the foundation that inspires our actions and unites us as a community. As responsible stewards, we are committed to:

- Opportunity: We support the fulfillment of potential in ourselves and each other.
- Excellence: We aspire to the highest ideal with honesty and integrity.
- Inclusiveness: We honor and embrace the uniqueness of every individual, and promote the free and civil expression of ideas, perspectives and cultures.
- Learning: We commit to the lifelong pursuit of knowledge, skills, and abilities to improve our lives and our communities.
- Engagement: We openly and actively connect as students, faculty, staff and community.

### **Our Core Themes:**

- Educational Attainment
- Cultural Richness
- Economic Vitality

### **Our Strategic goals:**

- Productivity – Increase completion by 50%.
- Equity – Completion is demographically representative of District.
- Quality – Completion demonstrates capacity to better one's life and contribute back to our community.

### **Our Strategic Objectives:**

- [LBCC Strategic Objectives](#)

## ROLE OF ADVISORY COMMITTEES

The attainment of high quality, career technical education programs (CTE) is not possible without close involvement of knowledgeable persons from such as agriculture, business, education, industry, and labor. The nature of professional technical change requires that educators be kept informed of the current and anticipated skill needs of industry and opportunities for gainful employment.

LBCC administrative guidelines mandate that each CTE program area has its own advisory committee, organized to advise the Board of Education and college staff regarding instructional programs in specific occupations. Committee members, chosen from the community, are appointed for a defined term. The committee, the primary purpose of which is to provide a link between the community and the college, is formally organized and meets several times each academic year. It has no legislative or administrative authority, but the two-way system of communication between the school and community is essential to all community college educational programs.

Some specific functions of the committees are to:

### Roles:

- Review and validate curriculum/content/skills/outcomes.
- Annual survey of learning environment – facilities, equipment, safety, etc.
- Analyze the Program Review and develop plan for improved effectiveness and sustainability.
- Provide insight in the changes in the field.
- Facilitates industry experiences such as Cooperative Work Experience (CWE) or internships.

The following activities will generally assure an effective meeting:

A. Know the tasks that need to be performed and set an agenda. The agenda for the first meeting should include activities similar to the following:

- Orient committee members to the college, the program, and the role of an advisory committee member. (Use college personnel, the Advisory Committee Handbook, college catalog, etc., to accomplish this task.)
- Elect a committee chair.
- Adopt bylaws, etc., as needed.

- Review the most recent program review, particularly the recommendations for program improvement.
  - Develop the annual work plan, considering committee objectives, activities, and timeline. Ensure that recommendations for program improvement are addressed, and that indicators for assuring that these have been met are identified.
  - Appoint subcommittees if necessary to carry out work plan.
  - Schedule meetings.
- B. Send a meeting announcement, along with the meeting agenda and handouts, to all committee members and the Division Dean/Director.
- C. Follow up with a reminder to members prior to the meeting to confirm attendance.
- D. Involve committee members in discussions focused on program quality. Identify areas of excellence and ways of maintaining excellence. Identify areas needing improvement and suggest strategies for improvement, with measures of success that can be reviewed at each meeting.
- E. Record meeting activities and develop minutes.
- F. Involve committee members in the annual program review process. When additional input is needed from potential employers, engage committee members in reaching out to industry partners.

## **OPERATIONAL PROCEDURES**

### **Establishment of Committee**

Conversations with industry partners in conjunction with program faculty in conjunction with the Division Dean will initiate the actions necessary to create a CTE advisory committee to function during preliminary program planning, prior to program information development, and prior to Board approval and implementation of a CTE program.

The Division Dean/Director in conjunction with program faculty will be responsible for the early developmental meetings and to assure that the advisory committee has an effective start.

### **Advisory Committee approved Standards (Academic Affairs Council October 20, 2015)**

#### **Meetings:**

The meeting schedule should be established by the Advisory Committee at the annual organizational meeting. While the frequency of meetings depends upon the particular career program and the number of tasks to be accomplished, committees should meet a minimum of two times a year.

- Must have a minimum representation (2/3 of the full Advisory Committee membership) to count as an advisory committee meeting.
- Two meetings a year, at least one meeting must meet in person. The second meeting could be a virtual meeting or a tour of an employer's workplace.
- Typed Advisory Committee meeting minutes should be submitted to the Academic Affairs Office no later than two weeks following the meeting.

#### **Selection and Approval of Members:**

- A. The criteria for membership on an Advisory Committee includes:
  - willingness to devote valuable time to the committee;
  - a wide range of experience;
  - recognized leadership;
  - career commitment; and
  - interest in the college and education
- B. Consideration should also be given to geographic distribution of members, as well as the interests they may represent, so that the committee has a board and qualified

viewpoint.

- C. It will be the responsibility of the Advisory Committee Chair to develop a list of possible committee members and to annually review committee membership.
- D. The Chair will explain the nature of the Advisory Committee service to prospective members and determine his/her interest in serving on the committee.
- E. A handbook is available in the Academic Affairs Office for CTE Advisory Committee members and prospective members.

### **Advisory Committee Chair**

The Department/Program Chair will serve as the Advisory Chair. The responsibilities of the chair include:

- Preside at all meetings of the committee.
- Consult on meeting agenda preparation.
- Appoint subcommittees.
- Represent the advisory committee when appropriate.
- Provide the necessary force and direction to assure that the advisory committee is effective.
- Initiate efforts to develop a list of possible committee members. Work with the Division Dean/Director in recommending membership for the committee.
- Annually update the committee membership list, including mailing addresses, and submit to Academic Affairs by October 1.
- Work with the Division Dean/Director in recommending an annual plan of advisory committee activities and objectives and to submit a written work plan.
- Meet formally with the committee at least two times a year.
- Act as the college representative at all meetings of the committee.
- Coordinate all communications with the committee, including meeting announcements, follow-up reports, and letters of appreciation for serving as a member.
- Coordinate meeting logistics with college departments, including but not limited to room arrangements.

- o Prepare a written report following each meeting and submit a copy to the Division/Dean Director and to the Academic Affairs Office. Report should include:
  - o members present and absent;
  - o date, time, and location of meeting;
  - o copy of the agenda and other handouts presented to the committee;
  - o brief summary of committee actions;
  - o list of committee recommendations; and
  - o time and place of the next meeting.
- Prepare annual Report to the Board by June 1 and submit to the Academic Affairs Office, Division Dean/Director, program faculty/staff, and committee members. The form to use as the cover page for the report will be sent to Coordinators by the Academic Affairs Office in May.

**Standards for all Career Technical Education Program Advisory Committees at Linn-Benton Community College to follow:**

**Membership:**

- a min of 6 members (who are not LBCC representatives).
- At least one member must work in the position students are training for.
- At least one former student (less than 6 years from their program completion date).
- Representation from diverse employer groups.
- Two-year terms which can be renewed (at least one new member a term).
- Department Chair or designated faculty member is the Chairperson for the Advisory Committee.

(Membership as stated above...or as defined by accreditation standards)



## Advisory Committee Timeline

September/October	Membership roster review and new member recruitment and orientation.
October 31	Updated advisory committee membership list to Academic Affairs Office with accurate mailing addresses and Advisory Committee Report to the Board due to Academic Affairs Office
November	Board approval of Advisory Committee members
Feb 15	Atteberry Award Nominations Submitted to WEVC
March	WEVC Subcommittee Atteberry Award Selection Decision VP Academic Affairs and Workforce Development
April	Atteberry Award presented at In-service longevity awards.
June 15	All Advisory Committee minutes due to Academic Affairs Office.
During the year	Advisory Committees meet a minimum of two times and minutes are submitted to the Academic Affairs office within two weeks following the meeting.

## **PAT ATTEBERRY AWARD**

An Annual Award for

### **OUTSTANDING PROFESSIONAL TECHNICAL ADVISORY COMMITTEE MEMBER**

Dr. Pat Atteberry became a member of the LBCC school-wide vocational education committee in 1977 and continued to serve until 1992. He was truly a contributing member and provided valuable input and support to our vocational programs through our "growing years." In recognition of his support to LBCC as well as his contributions to vocational education throughout the country, the **Pat Atteberry Award** has been established to honor an outstanding member of an LBCC Career Technical Education advisory committee.

#### Nomination and Award Process

1. Professional technical program staff will nominate a committee member, using the attached form.
2. A sub-committee of WEVC will review nominees and select the individual to be honored for the current year.
3. The winner's name will be added to the large plaque that is in the Boardrooms.

#### Eligibility Guidelines

1. Nominee must be a current member (or served within the last three years) of an LBCC professional technical advisory committee.
2. Nominee must have a minimum of two years' membership on the committee.
3. Selection will be based on contributions to the instructional program and to LBCC.
4. Consideration will also be given to any involvement s/he might have with other educational activities and/or organizations.

**PAT ATTEBERRY AWARD**

for   (year)  

**OUTSTANDING PROFESSIONAL TECHNICAL  
ADVISORY COMMITTEE MEMBER**

NOMINATION FORM

Nominee \_\_\_\_\_ Committee \_\_\_\_\_

Years on Advisory Committee \_\_\_\_\_

Contributions to Advisory Committee and to LBCC:

Other contributions to professional technical education:

Nominator \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to Academic Affairs by *(date announced annually)*.