

Advisory Committees and Curricular Design

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Session Learning Outcomes

- Discuss the purpose and function of advisory committees
- List the legal requirements for advisory committees
- Explain the role of advisory committees in curriculum (course and program) design
- Describe effective practices in the development and management of advisory committees

Legislative and Regulatory Guidance

- **California Education Code, Section 66010.4**
- **California Government Code, Section 15370.24**
- **The California State Plan for Vocational and Technical Education, Chapter 4, p. 16**
- **California Education Code, Section 78016**
- **Program and Course Approval Handbook, 5th Edition, pp. 144, 148**
- **ACCJC Accreditation Standard IIA.2.b**

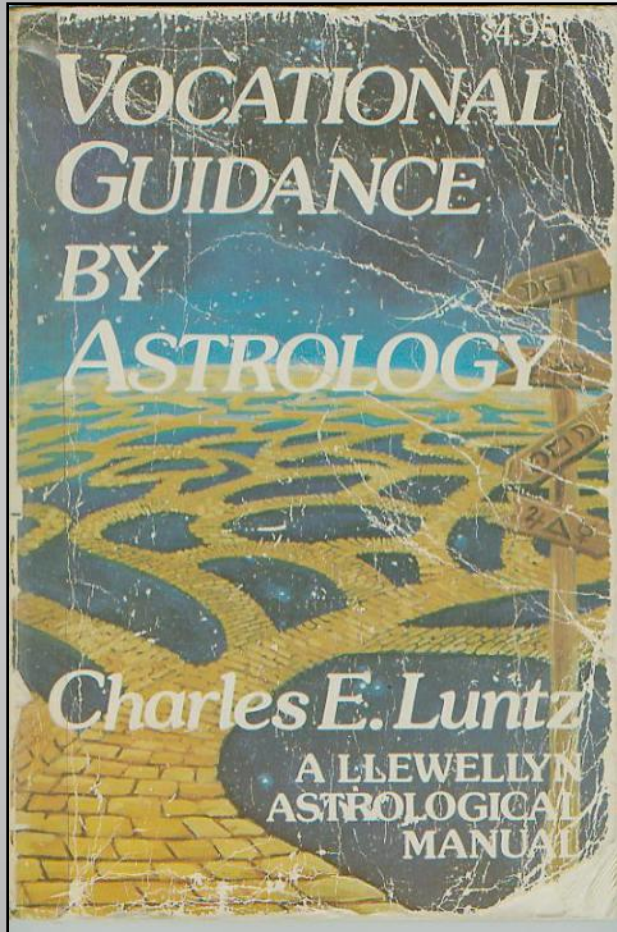
Accreditation and Program Review

- Accrediting teams are charged to assess compliance with standards in the following areas (among many others 😊)
 - Curriculum
 - Learning Outcomes (Course, and Program)
 - Program Review
- The days of “We’ re on it!” are gone. Colleges must show evidence that curriculum is up-to-date, that learning outcomes are assessed **and** part of program review that drives resource allocation.

Accreditation and Program Review

SO:

- Advisory committees should participate in, and provide input to, the review process.
- All advisory committee work-product, actions, and recommendations must be documented.
- Advisory committee evidence is both mandated and crucial to accreditation.



Advice for career technical education (CTE) programs can come from many different sources.

Current Trends: Regionalization and Alignment

- **Doing What Matters:**
 - <http://doingwhatmatters.cccco.edu/ResourceMap.aspx>
- **Regional Grants:**
 - SB1070
 - CCPT

Sources for Curricular Design

- Model curriculum; accrediting agencies (nursing, dental hygiene, POST)
- Alignment with 4-year institutions (ADT).
- One of the **BEST** sources of input for your CTE program can be your college advisory committee.
 - Industry expertise – working professionals
 - Local labor market knowledge – in demand skills

Purpose of Advisory Committee

- **Advisory Committees serve a vital role in assisting CTE programs to remain relevant and in touch with industry/community.**
- **Programs with Advisory Committees will accurately prepare students for useful and productive lives.**
- **Programs with Advisory Committees can more successfully navigate rapid changes in technology, funding, and enrollment to better ensure program vitality.**

Purpose of Advisory Committee (con't)

Advisory Committees:

- Provide input on skills, knowledge, and attitudes required for occupations (course and program learning outcomes).
- Inform the public of services the College can provide.
- Assist in the placement of graduates.

Advisory Committee Functions

1. Make recommendations regarding program curriculum (Course and Program Learning Outcomes).
2. Identify relevant and current skills, knowledge, and attitudes to be included in the program.
3. Review and validate labor market information; provide information on changes in labor market and specific employment needs.
4. Develop and assist with dissemination of program information.
5. Assist with identification of work experience/employment opportunities.
6. Assist with the evaluation of the effectiveness of CTE programs (program review).
7. Assist with community surveys related to CTE.

Advisory Committee Options

Format:

- College committee
- District wide committee
- Regional advisory
- Intersegmental
- Online meetings
- Other?

Frequency:

- Annual
- Bi-annual
- Other?

Advisory Committee Membership

1. Employers and employees in the field. These should be in addition to adjunct faculty who are employed in the field.
2. Current student in program
3. Program coordinator and faculty
4. Department Chair
5. Division/CTE Dean/Administrator
6. Representatives from appropriate articulating schools (high schools, universities, ROP)
7. Representatives from similar programs (other CC)
8. Counselor for program
9. Others as appropriate: Former student, Job Placement, Contract Ed, Work Experience, Math/ Special populations/English/ESL/Basic Skills faculty representative

Advisory Committee Activities

1. Review of program and/or course learning outcomes. Committee members may be asked to respond to the following questions:
 - a. *Are there revisions, additions or deletions to the knowledge, skills and attitudes required for the program? Are these addressed in at least one required course?*
 - b. *Are the course competencies relevant and realistic?*

2. Review of program description from catalog or brochure. Ask Committee members to comment on:
 - a. *Completeness of program. Are there new courses or content that need to be added to the program? Are there courses or content that no longer need be required?*
 - b. *Clarity. Is the program description easily understood?*
 - c. *Are there new certificates or degrees that could be added?*

Advisory Committee Activities, – Cont'd

3. **Develop strategies to distribute program information.**
4. **Discuss changes in labor market needs.**
5. **Determine need to conduct community/industry surveys.**
6. **Assist with the development and use of cooperative training plans and agreement and graduate placement.**
7. **Make recommendations about facility, equipment and supply acquisitions.**

Advisory Committee Value

Advisory Committees are vibrant and useful when their recommendations are valued and acted upon.

As educators who are seeking advice, it is responsibility of the faculty to present challenges and issues of the educational program to the Advisory Committee for discussion and recommendation.

Topics discussed should not be confined to those proposed by the College staff. The opinions and judgment of the Committee members should be sought for improvements, and should be adopted whenever possible.

Discussion