



Riverside Community College

Occupational Education Advisory Committee Handbook

Table of Contents

Introduction	3
Membership	4
Organization	6
Faculty/Staff Responsibility to the OAC	8
Appendix A: Expectations of Advisory Committee Members	9
Appendix B: Sample Advisory Committee Member Interview	11
Appendix C: Advisory Committee Member Information Sample Form	14
Appendix D: Sample Invitation to Join Advisory Committee Letter	16
Appendix E: Sample Advisory Committee Member Nomination Request for Approval	17
Appendix F: Sample Meeting Invitation	18
Appendix G: Sample Flyer	19
Appendix H: Sample Agenda	20
Appendix I: Sample Minutes	21
Appendix J: Sample Thank You Letter	23
Appendix K: Sample Surveys	24

Introduction

Advisory committees play an integral part in shaping occupational curricula development at Riverside Community College. They help ensure that our programs remain in touch with the needs of local business and industry and that our students receive relevant instruction. The Occupational Advisory Committee (OAC) is a group of individuals selected to represent broad points of view relative to a specific occupational education area. The members should have a strong sense of commitment to the development of our educational program and our students. Members are recognized by the RCC District Board of Trustees and are invited to advise program faculty in the area of curriculum, career guidance, facilities, funding, and staffing.

Curriculum: Curriculum content advisement is vital to an effective occupational education program. In its review of curriculum content, an OAC focuses on one primary concern: Do graduates possess the entry-level job skills needed by employers in the occupational area served? Notice this is referred to as advisement on content, not on teaching method. What to teach is a proper responsibility of an OAC, while how to teach is the responsibility of instructional and administrative personnel. To assist with curriculum review and validation, the OAC may: Review past accomplishments and forecast trends affecting training and employment; evaluate the occupational relevance and effectiveness of the ongoing college program relative to industry needs; and provide input into program curriculum/design.

Career Guidance: OAC members may assist by holding regular, informal visits with students; sponsoring or assisting with career days; serving as guest speakers on the subject of job opportunities and the expectations of employers; conducting mock interviews; et cetera. To assist with student placement, OACs may participate in the following activities: Provide employment placement opportunities for students (i.e., locate prospective employers to interview graduates for jobs; inform local employers of the capacity of the occupational education program and provide information on current graduates; help students locate part-time jobs in their specific occupational field during instruction; and develop internship opportunities for students).

Facilities and Funding: Provide financial, legislative, and moral support; assist in establishing standards for selecting equipment and instructional materials as well as securing donations.

Staffing: Suggest qualifications needed to select technical instructors; identify competent personnel with appropriate experience as potential instructors.

RCC's Commitment to the OAC:

- Be responsive to the recommendations of the OAC
- Notify members of time and place of meetings
- Assist in preparation and mailing of agenda, minutes, and attachments of times to be discussed
- Arrange meeting place and provide parking permits, if needed
- Provide statistical and/or descriptive information about the occupational educational program
- Prepare and file minutes in the RCC Occupational Education office

Membership

Membership on the OAC should not be limited to a specific portion of a particular occupation; rather it should provide a broad perspective that requires that persons with differing backgrounds combine to give input and advice. Most occupational education programs enjoy greater benefits when the OAC represents both workers and supervisors. People who actually perform the skills and those who hire and supervise can then work together to give the instructional staff an accurate picture of the community's employment needs.

Consider the following groups of people when identifying new OAC members:

- Business owners
- Supervisors
- Employees
- Human resources directors
- Industry representatives
- Labor representatives
- Student representative

Size

The size of each occupational OAC will vary, however, it should be made up of enough members to give an adequate base for opinions, yet should be small enough that members can comfortably and freely discuss business. Normally, between five and fifteen members produce the most effective committee.

Personal Characteristics

OAC members should be cooperative, responsible, and productive people who are interested in the success of occupational education at RCC. Prospective members should have current, successful work experience in the related occupation and be willing to contribute the necessary time to help strengthen the training program. Avoid selecting members who have a political motivation for committee service or who have a specific "pet project" they want to promote over the welfare of the overall program. The ideal OAC candidate will serve to build and improve the technical program as well as promote the program within the community.

Key factors of actively involved members on OAC include:

- Leadership: Committee members have demonstrated leadership within their occupation and/or the community. They work well with their committee, as well as college staff, and possess the ability to present their ideas effectively.
- Business Experience: Employer representatives are selected from business or industrial firms that are recognized for their progressive practices and efficient operations.
- Adequate Time: Members selected must be able to devote sufficient time and enthusiasm to the committee's work. This may include several meetings during the year.

Selection

Potential members are recommended by other OAC members, faculty members, or college administration. The recommendation is then submitted to the District Dean of Occupational Education with the following information: Name, title, company name, address (business), and phone number. The dean will forward the recommendation to RCC's Chancellor or designee and will prepare a letter formally inviting the individual to join the OAC (See Appendix C).

Orientation of New Members

An RCC representative, typically a faculty member selected by the department, shall assist in welcoming and orienting new members to the OAC.

- A faculty representative from the occupational program should personally contact new members to welcome them and respond to any of their questions. Arrangements should be made for the new member to visit the school while in session.
- Forward a welcome letter and include the following information
 - Current list of committee members.
 - Meeting schedule
 - Previous minutes and agendas
 - OAC handbook
 - General survey
 - Member demographic inquiry

Term

Advisors will be appointed for a three-year term.

Organization

The effectiveness of an OAC is the result of sound organization. The following practices help ensure the effective operation of the OAC:

- Inform members of their duties and responsibilities before they accept their appointment and attend their first meeting (see Appendix A).
- Keep rosters revised and current. Replace, as quickly as possible, a member who resigns. Provide members with current rosters.

Meetings

- Schedule an OAC meeting at the occupational education program's facilities whenever possible.
- Hold regular meetings in a centralized location with comfortable seating and space for writing.
- If possible, provide simple refreshments for meetings. If funds are available, occasional meals are a nice addition.
- Each time the membership changes, poll the members to determine the most convenient meeting time. Some business people prefer to attend meetings during the work day, while others are unable to do so.
- If it appears a meeting may last more than two hours, use some method that will shorten the time (save part of the business for the next meeting, hold an interim meeting, or appoint a subcommittee for a lengthy item).
- A minimum of four advisors must be present to constitute a quorum.

Meeting Frequency

- OAC should meet at least twice per year, once during the fall and again in the spring. In no case should the committee meet less than once a year.
- When only one meeting is to be held during the year, additional ways of facilitating communication and soliciting feedback with the OAC should be employed. Consider sending out a simple survey with relevant questions. Be sure to follow up on the survey with a compilation of the results.

Member Recognition

Recognize members and their business affiliation. Publish members' names in program materials and other college publications whenever possible. Prepare a well-designed display board for the entrance to the program area listing OAC members. Recognize specific contributions of the committee in the media or at school awards.

Member Input

The formation of an OAC implies that the group's advice will be considered. It must be remembered though that the OAC is limited to making recommendations and giving advice. It is not empowered to set policy; that responsibility rests solely with RCC's board of trustees. Therefore, there may be occasions when a specific recommendation is rejected by administrators or by program personnel. All of the OAC's recommendations should be acknowledged in writing. Meeting minutes are the ideal place to do this. It is important that a written report of the action taken on each recommendation be presented to the group as soon as possible, but not later than the next meeting.

- Keep the committee active. Continually solicit and consider its advice.
- Inform members of the operation of the occupational program (provide program tours and provide them copies of promotional materials).
- Provide committee members contact with students. Invite students to meetings for an open question-and-answer session with members or hold a meeting during class for the same purpose when possible.

Following are some questions that may solicit useful information from the advisory committee:

- How many program graduates do you hire per year?
- Are internships available? Paid or unpaid?
- Do you have specialized training needs?
- What type of training do you provide?
- Do you have a website?
- What are the specific job skills this discipline should focus on? Are we meeting your expectations in this area? What skills are lacking in entry-level employees?
- What equipment should students be able to use?
- Do you have vacancies in these areas? How many have you filled during the past 12 months? What are you aware of throughout the industry in your area? Have you hired RCCD students? How many?
- What were the strengths and weaknesses of RCCD-trained students? Do RCCD-trained students have any advantage over others in the hiring process? Would you recommend RCCD students to others?
- How is the economy affecting our area/job market?
- What do you see happening in this industry in the next few years? What should we be considering as innovations for change?
- From where do you hire your entry-level employees?
- What can we do to have a greater influence in getting you to hire our graduates?
- Can you give us some information on the pay range of your entry-level positions?
- Would you allow students to train at your business?
- Do you know of others, like you, who would be willing to assist us?
- Do our courses reflect adequate training, current practices, and job duties in your company?

Faculty/Staff Responsibility to the OAC

The faculty assumes a supporting role to help the OAC function. During meetings it is important that the focus remains on seeking advice from the committee. A faculty representative, usually appointed by the department chair, should serve as the lead in preparing for meetings, providing information, and clarity during meetings and following through with communication and recommendations as a result of the meetings. Support staff should be utilized to assist the faculty lead in this endeavor.

2 Months Prior . . .

- Secure meeting room
- Review/update membership roster
- Send new member recommendations to the District Dean of Occupational Education, if necessary

1 Month Prior . . .

- Send meeting notice/save the date with copy of minutes from last meeting and current roster
- Request agenda items
- Be sure to mail parking permit and directions to meeting location

1-2 Weeks Prior . . .

- Make reminder calls/e-mails
- Prepare and mail agenda
- Arrange for light refreshments
- Arrange for minutes to be taken during meeting

Day of Meeting . . .

- Check on facility arrangements and refreshments
- Arrive ½ hour early to meeting to welcome guests
- Facilitate meeting
- Provide sign-in sheet
- Take minutes

2 Weeks After . . .

- Send thank you letter and minutes to attendees
- Send follow-up letter to non-attendees to check their interest
- Send copy of minutes, agenda, and sign-in sheet to District Dean of Occupational Education for audit files

Annual (June) . . .

- Send certificate of recognition to each advisor

Appendix A: Expectations of Advisory Committee Members

Introduction: A major thrust of the Riverside Community College District continues to be establishing and maintaining relationships/partnerships that enhance the district in a variety of ways. We are committed to improving the quality, consistency and, continuity of our advisory committees.

Rationale for Advisory Committees:

- To establish and/or maintain excellent business partnerships
- To have appropriate industry personnel review our curriculum
- To validate the local area job markets
- To provide opportunities for improved job placement
- To assist in providing viable college courses

Specific kinds of information with which advisory committee members assist:

- Pay range for entry-level positions
- Specific job skills
- Equipment students should be able to use
- Job vacancies; hiring practices
- Trends in the industry
- On-the-job training opportunities

Types of activities in which advisory committee members might be involved:

- Provide tours of facilities
- Be a guest speaker for RCCD program
- Provide a "job shadowing" opportunity
- Donate equipment and supplies
- Review curriculum and competency lists
- Provide students scholarships/grants
- Assist in selection of scholarship recipients
- Recruit additional advisory committee members
- Participate in career and job fairs

Minimum requirements:

- Be an active participant in an annual advisory committee meeting
- Provide technical assistance and advise periodically as you are available

Appendix B: Sample Advisory Committee Member Interview

2006/2007 Advisory Committee Member Interview

Date of Interview: _____ Course Title: _____

Instructor Conducting Interview: _____

Person Interviewed: _____ Job Title: _____

Company Name: _____ Address: _____

City: _____ CA Zip Code: _____ Phone: _____

E-Mail Address: _____ Company Website: _____

Type of Organization:

- Sole Proprietorship
- Partnership
- Corporation
- Non-Profit Private
- Non-Profit Public
- Government
- Education

Organization's Labor Market Information

1. How many part-time and full-time employees do you currently employ?

Management Part-time Full-time Seasonal

2. Have you had students from our programs placed with your organization?

If Yes: Approximately how many per year?

For approximately how many years?

3. How many of your employees have been former RCC students?

4. What is your usual turnover per year (enter actual number of staff)?

____ Management ____ Part-time ____ Full-time ____ Seasonal

5. What entry-level job titles are offered by your organization?

6. What is the starting pay or pay range for entry-level employees at this company?

7. Would you give extra consideration for employment to?

RCC-trained students

Applicants with a resume

Applicants with a portfolio

Other: _____

8. In your organization or industry, do you foresee?

a. Expanding job opportunities in the near future?

b. Fewer job opportunities?

c. Employment opportunities staying the same?

9. What upcoming industry trends, changes, or issues will affect training needs or employment opportunities in your organization?

10. What future events will affect this industry in general?

11. What source(s) of information do you rely upon for industry forecasting?

Course Outline Feedback Question

1. Does the course content, as reflected in the course outline, reflect current industry standards?

Yes No

If no, what recommendations do you have for changes?

2. Does the course content adequately prepare students for entry-level employment in this industry?

Yes No

Please note any recommendations you have for changes in the answer to number 6 below.

3. Would this course adequately prepare students to perform the tasks required by your company?

Yes No (Recommendation for changes or additions can be noted in number 6 below.)

4. Does your site offer training opportunities for students to become proficient in the skills indicated in the RCC Course Outline?

No, my company does not offer training opportunities for students.

Yes, I am a current

5. Do you consider this course a valuable training opportunity for high school and adult students?

Do you think RCC should continue to offer this course?

Yes No

6. What changes or additions would you recommend to improve the employability of students who are preparing for work in this field?

Participation Opportunities for Advisory Members

Please check any activities in which the organization or person interviewed would be willing to be involved in the future.

Please circle those activities in which the company/person already participates.

1. ___ Provide community classroom training opportunities
2. ___ Provide tours of facilities
3. ___ Be a guest speaker
4. ___ Provide a "job shadowing" opportunity
5. ___ Donate equipment and supplies
6. ___ Review curriculum and competency lists
7. ___ Provide student scholarships/grants
8. ___ Assists in selection of scholarship recipients
9. ___ Recruit additional advisory committee members
10. ___ Provide a standing advisory committee member for a three-year commitment
11. ___ Participate in career days and job fairs

Other Comments:

Appendix C: Advisory Committee Member Information Sample Form

ADVISORY COMMITTEE MEMBER INFORMATION

Name:	Title:
Agency/Organization:	
Address:	
Phone No:	Fax No.
E-Mail Address:	

Do you have expertise in any of the following special populations categories?

- Disabled
- Economically disadvantaged, including foster children
- Single parent, including single pregnant women
- Displaced homemaker
- Educationally disadvantaged, including ESL or English Language Learners
- Non-traditional employment

What are the most convenient days/times for you to meet? (Circle all that apply)

Monday	7:30-9:00 a.m.	11:30 a.m.-1:00 p.m.	3:30-5:00 p.m.	5:30-7:00 p.m.
Tuesday	7:30-9:00 a.m.	11:30 a.m.-1:00 p.m.	3:30-5:00 p.m.	5:30-7:00 p.m.
Wednesday	7:30-9:00 a.m.	11:30 a.m.-1:00 p.m.	3:30-5:00 p.m.	5:30-7:00 p.m.
Thursday	7:30-9:00 a.m.	11:30 a.m.-1:00 p.m.	3:30-5:00 p.m.	5:30-7:00 p.m.
Friday	7:30-9:00 a.m.	11:30 a.m.-1:00 p.m.	3:30-5:00 p.m.	5:30-7:00 p.m.

Ethnicity/Gender	AS	BL	H	AI	W	O	Male	Female
Business/Industry Partners								
• Business								
• Industry								
• Labor								
• Government								
Educational Partners								
• General/Academic								
• Vocational								
• Guidance/Counseling								
• Instructional Support								
Student Partner								

- AS** - Asian, Filipino, Pacific Islander
- BL** - Black, Non-Hispanic
- H** - Hispanic
- AI** - American Indian/Alaskan Native
- W** - White, Non-Hispanic
- O** - Other (also including unknown, and non-respondent)

Please check any areas in which you might assist:

- Provide a tour of your facility
- Be a guest speaker for the program
- Provide facility/staff for the training program
- Provide a "job shadowing" opportunity for students
- Provide job market and/or career information
- Donate equipment and supplies
- Give advice on specific job skills to be taught
- Review curriculum
- Provide student scholarships or internships
- Assist in selection of scholarship recipients
- Assist in job market surveys
- Recruit additional quality advisory members
- Visit the program periodically to observe classroom instruction
- Participate in career and job fairs
- Provide employment opportunities for graduates
- Provide technical assistance (on-call basis)
- Provide advice when considering equipment purchases
- Recommend RCCD to other employers or advisory members
- Other: _____

Appendix D: Sample Invitation to Join Advisory Committee Letter

[DATE]

[NAME/ADDRESS]

Dear [NAME]:

It is a pleasure to invite you to serve on Riverside Community College's **[NAME OF ADVISORY COMMITTEE]**. You were recommended for this committee because of your considerable expertise in this field and your expressed interest in the college program. By accepting this invitation, you will play an integral part in shaping occupational curricula development at Riverside Community College. Any response or questions should be directed to the Occupational Education Office at (951) 222-8131.

You will be notified well in advance of meeting dates in order to give you time to adjust your schedule and to prepare materials.

I want to thank you for your interesting Riverside Community College District. I know that your schedule is often very demanding, and I appreciate your willingness to help the College maintain, enhance, and expand the programs we offer the community.

Best wishes for a productive and challenging experience on the **[NAME OF ADVISORY COMMITTEE]**.

Sincerely,

[CHANCELLOR OR DESIGNEE]

Appendix E: Sample Advisory Committee Member Nomination Request for Approval

ADVISORY COMMITTEE MEMBER NOMINATION Request for Approval

--

ADVISORY COMMITTEE (DISCIPLINE)

--

NOMINATED BY (NAME)

--

DATE CONTACT WAS MADE W/NOMINEE TO CONFIRM INTEREST

HOW DID THIS CONTACT OCCUR? TELEPHONE FACE-TO-FACE E-MAIL

NOMINEE INFORMATION

NOMINEE NAME	
TITLE	
ORGANIZATION	
ADDRESS	
PHONE	
FAX	
E-MAIL	
ADDITIONAL COMMENTS ABOUT NOMINEE	

APPROVALS (SIGNATURE AND DATE REQUIRED)

DEPARTMENT CHAIR	DATE
------------------	------

DISTRICT DEAN, OCCUPATIONAL EDUCATION	DATE
---------------------------------------	------

VICE CHANCELLOR, ACADEMIC AFFAIRS	DATE
-----------------------------------	------

PLEASE SUBMIT THIS FORM TO OCCUPATIONAL EDUCATION

Appendix F: Sample Meeting Invitation

[DATE]

[NAME/ADDRESS]

Dear **[NAME]**:

Our next **[NAME OF ADVISORY COMMITTEE]** Committee meeting is scheduled for **[DATE]**. The meeting will be held from **[START TIME AND END TIME]** in the **[NAME OF MEETING ROOM]** on the **[CAMPUS NAME]** Campus. Please let me know by **[DEADLINE DATE]** if there are specific business items you would like placed on the agenda.

The Riverside Community College District is committed to providing quality programs in its **[NAME OF PROGRAM]** program. The involvement of business, industry, and the government in higher education has never been more important. I encourage you to extend a personal invitation to other business associates who you believe would benefit from a closer association with Riverside Community College to join you at our next meeting.

I hope that your schedule will permit you to attend. A map and parking permit is included for your convenience. Please RSVP to **[NAME AND PHONE OR E-MAIL]** so that we may plan accordingly. I look forward to seeing you soon.

Sincerely,

[NAME/TITLE]

Appendix G: Sample Flyer

You are cordially invited to
attend our
Annual Advisory Meeting

**Committee: Riverside Community College
Applied Technology**

Friday, November 17, 2006

4 P.M. – 6 P.M.

RSVP by November 12, 2006, to Joe.Smith@rcc.edu

**Riverside County Culinary Academy
1155 Spruce Street
Riverside
(951) 955-3311**

From RCC, take the 91 Fwy East to the FWY East. Take Spruce Street and turn left. Cross Iowa and the Culinary Academy is on the left side of the street

We would love to have you
there. We want your input!



**Riverside Community College
Applied Technology Programs**

**4800 Magnolia Ave.
Riverside CA 92506
Phone (951) 222-8491
www.rcc.edu**

Appendix H: Sample Agenda

Riverside Community College

Date: _____

Time: _____

Agenda

(Discipline)

- Introductions/Welcome
- Program Overview
- Progress Report
- Curriculum/Program Concerns and Recommendations
- Labor Market Validation
- Other Agenda Items
- Possible Advisory Committee Involvement
- Adjourn

Appendix I: Sample Minutes

Riverside Community College

Date: _____

Time: _____

Minutes/Recommendations

(Discipline)

1. Introductions/Welcome (attach a copy of the sign-in sheet for an attendance record)

Meeting called to order at (time):

Attendance:

- Members
- Faculty/Staff
- Absent

2. Program Overview
3. Review of Advisory Process
4. Objective of this meeting
5. Facilitators and faculty roles in advisory meetings
6. Progress Report
 - Progress on prior year recommendations
7. Curriculum/Program Concerns and Recommendations
8. Topic
9. Group Recommendations

10. Labor Market Validation

11. Other Agenda Items

12. Possible Advisory Committee Involvement

13. Adjourn

Respectfully submitted,

Appendix J: Sample Thank You Letter

[DATE]

[NAME AND ADDRESS]

Dear [NAME]:

On behalf of Riverside Community College, thank you for attending our **[NAME OF ADVISORY COMMITTEE]** meeting on **[DATE OF LAST MEETING]**. Attached is the draft minutes from the meeting. If you have any comments or corrections, please let me know.

This advisory committee plays a vital role in shaping the direction of the **[NAME OF PROGRAM]** program at Riverside Community College and your participation and commitment is invaluable. Please know that we will review recommendations made by the committee and, within the limitation of our resources, we will implement appropriate recommendations.

Again, thank you for your contribution. We look forward to working with you and seeing you again at our next committee meeting, which will be held in the spring **[LIST SPECIFIC DATE IF AVAILABLE]**.

Sincerely,

[NAME, TITLE]

Appendix K: Sample Surveys

Riverside Community College
[NAME OF COMMITTEE]

Member Feedback

*We value your input about our programs and would appreciate you taking a few moments to answer some questions. Please return this form via fax at **[LIST FAX NUMBER]** or mail to: **[NAME AND COLLEGE/CAMPUS ADDRESS]**. Thank you.*

As a committee member, what expectations do you have regarding RCC's **[NAME OF COMMITTEE]**?

What has most impressed you about the **[NAME OF PROGRAM]** program?

As a hiring manager, what advantages does a graduate of our program have vs. a person with only a high school diploma?

If you were helping a young person with a career decision, would you recommend RCC and what would you tell him/her about our **[NAME OF PROGRAM]** program?

If positions were reversed, what would you be asking your advisory committee members?

Other comments/feedback:

May we use your comments in one of our publications? Yes No

Name _____