


Advisory Council Resource Guide Presentation

Program Accreditation
and Healthcare Initiatives

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Website Reference
Document



Purpose of the New Advisory Committee Resource Guide

Reinforce the participation expectations of the advisory committee members and the support of the college leadership.

Provides information on the best practices for the structure and uniformity of the committees as they serve in their role as advisors to academic, career and accredited programs.

Provides resources and tools to help foster a consistent advisory committee experience for members



Functions of the Advisory Committee Members

- Assessing Occupational Needs
- Developing Curriculum
- Planning for Facilities and Equipment
- Evaluating Programs
- Recruiting and Placing Students
- Fostering Community Relations
- Promoting Field Trips
- Providing Speakers
- Serving as Liaison
- Participating in College Activities

Functions that Advisory Committees Do Not Engage in



STUDENT ACADEMIC
PROGRESS
DISCUSSIONS



DISCIPLINARY
ACTION
DISCUSSIONS



POLICY
DEVELOPMENT
ACTIONS



FACULTY
ASSIGNMENT



COURSE
SCHEDULING

Essential Criteria for Membership



EXPERTISE: MEMBERS SHOULD HAVE SUCCESSFUL FIRSHTHAND EXPERIENCE IN THE CAREER AREA BEING SERVED. THEY SHOULD MERIT THE RESPECT AND CONFIDENCE OF THEIR ASSOCIATES AND PEERS. IF APPLICABLE MEET ACCREDITOR REQUIREMENTS



AVAILABILITY: MEMBERS SHOULD BE AVAILABLE FOR THE MEETINGS AND ACTIVITIES WHICH TAKE PLACE SEVERAL TIMES DURING THE YEAR.




RESPONSIBILITY: MEMBERS SHOULD POSSESS A STRONG SENSE OF PUBLIC DUTY AND CIVIC-MINDEDNESS. THEIR PROFESSIONAL IMAGE AND STANDING IN THE COMMUNITY SHOULD BE EXEMPLARY.



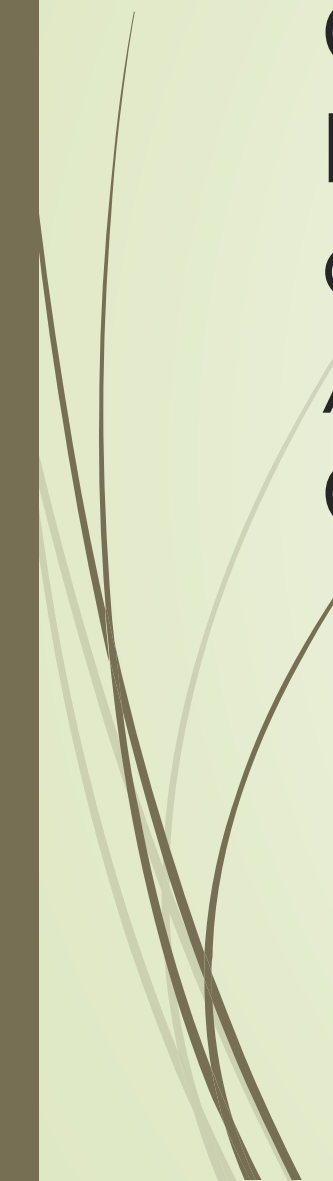
INTEREST: MEMBERS SHOULD BE HIGHLY MOTIVATED AND HAVE A POSITIVE PERSPECTIVE ABOUT THEIR FIELD. THEY SHOULD BE ENTHUSIASTIC AND COMMITTED TO THE COLLEGE PROGRAM THEY SERVE.



MISSION AND VISION FOCUS: MEMBERS SHOULD HAVE A KEEN UNDERSTANDING OF THE MISSION, VISION, VALUES AND STATEMENT OF COMMITMENT OF THE COLLEGE AS CONSIDER SERVING.



Core Leadership of the Advisory Committee



- Chairperson (Community Member)
- Vice-Chairperson (Community Member)
- Administrator (Internal to the college)
- Secretary (Internal to the college)
- Committee Chairs (External based on assignments)
- Subcommittee Members (Mixed based on assignments)




Advisory Committee – Decision Tree Cycle Actions

Structure Development Activities (Academic Year Cycle Actions)

- ▶ Needs Analysis – Labor Market/ Enrollment Trends/Business Need/Technology Changes (Fall)
- ▶ Planning and Design – **Assess:** Program Goals; Equipment Needs, Placement for Graduates, Anticipated Needs(Resources)Staffing (Fall)
- ▶ Evaluation of Outcomes: What went well? Where is support needed? (Leadership, Institutional, Budgetary) (Late Spring – Recommendation cycle)
- ▶ Recommendations/Preparation: Review membership (Set goals - Recruit new members) (Spring-Summer)



Terms for Membership



- Appoint members as needed to a three-year term, subject to renewal for a second three-year term. Members may serve past the **six-year term limit** upon the recommendation of the administrator in consultation with the Associate Dean/Dean, Executive Vice President or College Executive designee.
- Committee appointments will stagger – 1, 2 and 3-year increments to ensure continuity.
- Ideally active members will be rotating either out of subcommittees into newly elected roles or if a company, employees may be rotating off for a new member of the organization to participate

Membership Composition



Between 8- 15 members which does not include employees of the college. The initial committee may be larger, but this is the ideal range.



College representation should not exceed 20% of the total membership and a full committee of college employees is not a formal advisory committee. Adjuncts do not count in this %.



Adhere to accreditor requirements as warranted for membership



Current student and alumni engagement is encouraged (plan agendas to identify when it is appropriate for these groups to be present depending on their role in the committee)



Recognition of Members




Annual Advisory
Committee Recognition
Breakfast

Recognition as Advisory
Committee of the Year
(Awards presented at the
annual breakfast)

Thank you letters and
certificates of recognition.
(Samples included in
advisory resource guide)

Name Plates on donated
equipment

College recognition
(Newsletters or other
media)



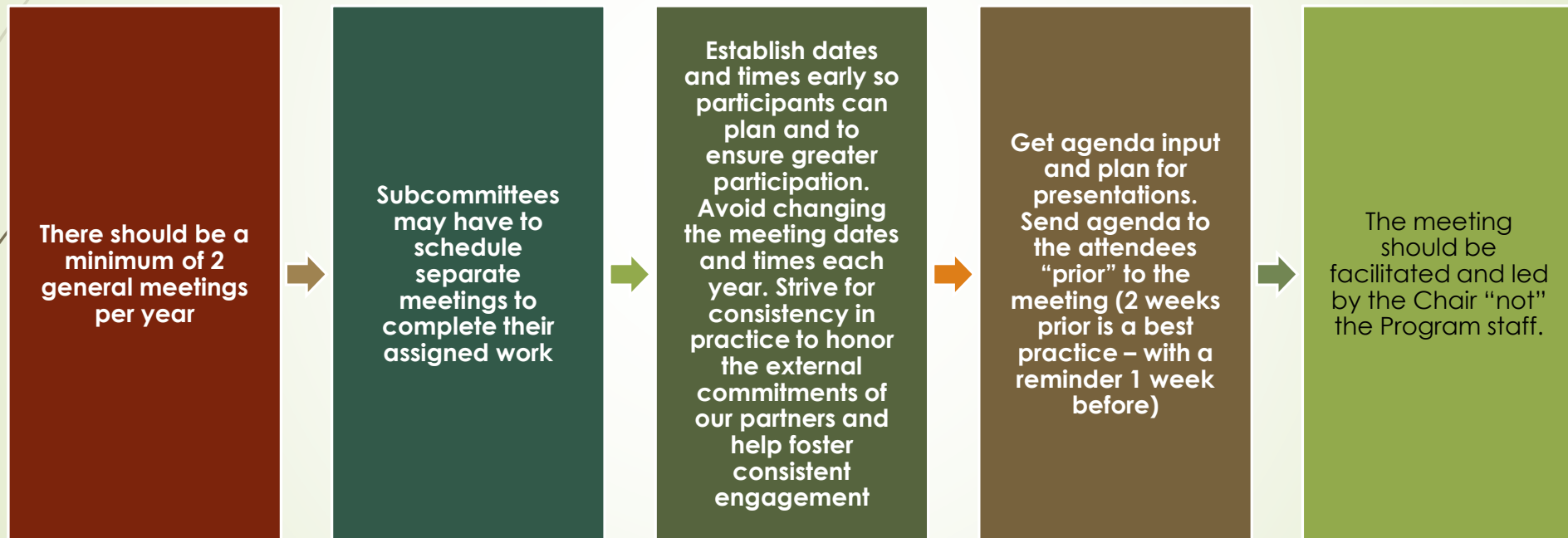
Removal of Members



- Resignation
- Removal by the College (Due Process)**
- Removal by Committee Vote
- Violation of the College Code of Ethics
- Failure to perform duties
- Lack of participation
- Term not renewed **

** The college has a process for removal if there has been a policy violation. All others are by quorum vote of the committee per Roberts Rules**

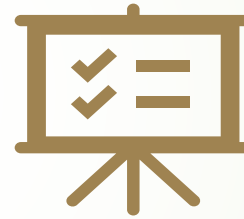
Meeting Cadence and Logistics



Conflicts of Interest



The Intent form for all new members outlines the expectation that individuals on the advisory committee will ensure they are not engaged in activities that could be considered conflicts of interest.



Procedure in Place:

This current intent form and Program Advisory Committee Resource Guide has a statement about the notification of a potential conflict of interest process.

Annual Reporting and Goal Setting



All Programs must submit an annual report of the advisory committee activities which include goals and outcomes by June 1 of the subsequent academic year. <https://kweb.tri-c.edu/academics/advisory/Shared%20Documents/Forms/AllItems.aspx> (This upload task is completed by the Program Director)



The planning and goal setting for this annual report should occur at the start of the cycle to complement the selection process and identify program needs and confirm institutional focus.



Program Directors/Managers should work closely with their Associate Deans, Deans and the Office of Program Accreditation to establish these objectives, establish benchmarks and priorities.



Timelines for Transition

► Fall 2025

- Use the annual report document to establish action items/goals
- Begin discussions on the sub-committees needed to address these goals
- Begin to evaluate the current membership – where are there gaps or skills needed
- Identify (if you have not already a set time for these meetings) required 2 times per year.
- Consider the times meetings are held – does this hinder or help your recruitment? There should be one fully in person meeting per year.

Spring 2026

- All programs should have these practices in place
- June 1, 2026, first Annual Reports submitted



Refer to the
Advisory
Committee
Resource
Guide for
further
information

