

## OCCUPATIONAL ADVISORY COMMITTEES

AR 3090

The Office of Instruction shall be responsible for the administrative coordination of these activities.

### *A. Occupational Education Advisory Committee*

The general function of the occupational advisory committees is to advise college staff regarding occupational instructional programs and to ensure such courses and programs reflect current industry demands. Thus, in this vein, the Occupational Education Advisory Committee has the following responsibilities:

1. Serves as a communication channel
2. Suggests related and technical information
3. Recommends qualified personnel
4. Helps evaluate the program of instruction
5. Suggests ways for improving public relations
6. Assists in recruitment and placement
7. Informs of changes in labor market, specific needs and surpluses
8. Assesses program needs in terms of the entire community

### *B. Establishing Advisory Committees*

1. A person selected as a member of an occupational advisory committee should be able to devote sufficient time and enthusiasm in order to contribute to the program.
2. Criteria for selection of representatives of the community should include the geographic and ethnic division of the District served by the college.
3. Representatives should be selected from highly respected businesses or industries served by the District. They may be owners, managers or persons employed in occupational areas. The employee representatives should be skilled individuals who are respected by their co-workers and active in their occupations. If organized labor is part of the occupation, efforts should be undertaken to ensure that it is represented on the committee.

### *C. Size*

Occupational advisory committees function most effectively with five to fifteen members.

### *D. Selection and Screening Procedures*

Prospective advisory committee members are screened and selected based on the following sequence of action:

1. Initial recommendation – Prospective committee members are recommended by teaching faculty, division chairpersons, administrative staff, or Governing Board.
2. Contact Person – The appropriate instructional administrator is responsible for contacting prospective committee members to confirm their willingness to serve.

3. Notification – After approval of the committee lists by the Dean of Instruction responsible for occupational education, the individual members are to be notified of appointment by the appropriate administrator.

*E. Responsibilities of the Advisory Committee Chairperson*

The chairperson's conduct at advisory committee meetings will, to a large extent, determine the effectiveness of the committee. He or she will, of course, delegate many of his or her duties to the secretary or other members of the committee, but will still be responsible for the following functions:

1. Establishing meeting dates and notifying the committee members
2. Mailing the agenda prior to meetings (which will include date, time and place)
3. Planning committee functions
4. Preparing a suitable agenda
5. Typing minutes—general reference
6. Providing background information as necessary
7. Reproducing minutes or other materials
8. Mailing minutes to committee members and others
9. Reminding members of meetings by telephone as needed
10. Providing appropriate meeting place
11. Presiding at meetings
12. Undertaking necessary follow-ups
13. Providing reports as necessary
14. Maintaining necessary personal contacts with members
15. Assuring that physical needs are met