Cabrillo College
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Career Technical Education

Advisory Committee Handbook
INTRODUCTION

The importance of Career and Technical Education (CTE) programs is more clear now than ever before. The local, state, and national economy relies on a well-trained and skilled workforce and CTE programs are uniquely situated to fill that need. In order for the college to have programs that are preparing students to enter the workforce it is essential that colleges work with industry and community partners to ensure that the content of the programs is in line with the needs of industry. In order to this, CTE programs have Program Advisory Committees to serve as a link between the industry and the program.

CABRILLO COLLEGE MISSION

Cabrillo College empowers students to be effective communicators, critical thinkers, and responsible world citizens. With a commitment to quality and equity, we connect all learners to pathways that propel them from where they are to where they aspire to be, including: academic, personal, and career growth.
Program Advisory Committees Purpose and Function

Program Advisory Committees advise the college on matters relating to specific career and job training programs. In general, each program has a unique advisory committee. However, at times some may be combined or altered when it is appropriate for the program and/or the industry that the program prepares students to enter.

Purpose

The committee helps inform the program and the college on matters relative to the industry (ies) linked to the program. This connection helps ensure the currency of the program and that students are learning what is needed by today’s employers.

Membership and Committee Size

Program Advisory Committees are required to include representatives from the workforce and industry as well as members of the program faculty, college administration, students and parents. Workforce and industry representatives are selected based on their specific knowledge and expertise. The Committee often include representatives from all levels of the industry including owners, executives, managers, and organized labor. Members are selected based on their experience and expertise so that the committee is well-rounded and representative of all aspects of the particular industry involved and the diversity of the community. The term of appointment shall be September 1 through August 31 of each year. There are no term limits.

The size of a Program Advisory Committee will depend on the scope of the industry represented, but should include not less than five members from industry partners. For the purposes of voting or representing an organization or business, only one representative should be identified to speak on behalf of that individual organization. Instructional faculty that are also working in industry are not considered industry representative.

Functions of the Committee

Advisory Committee member duties may include but are not limited to:

1. Make recommendations on course and program content.
2. Make recommendations on program standards.
3. Make recommendations on new and replacement equipment purchases.
4. Assist with the recruitment and placement of students.
5. Provide information about industry standards and practices.
6. Provide information about labor market needs and changes.
7. Acts as a liaison between industry and the college.
8. Acts as an advocate for occupational and job training programs.
9. Additional tasks that may be needed by the program.

Meetings – Agendas - Minutes

All Advisory Committees must meet a minimum of two times each year. In addition to being required by state law, regular meetings are required in order to remain eligible for programs to receive state or federal Career Technical Education, Vocational Technical Education or Economic Workforce Development grant funding (e.g. CTE, Perkins, EWD grants).

Meetings are open to all interested faculty, staff, administrators, educational partners, and interested individuals.

Meetings are to be held in person or distance utilizing technology such as Zoom Meetings. All advisory committee meetings held on campus will be held in accessible locations.

The chairperson shall schedule the meetings for the year and make the agenda in conjunction with the Program Coordinator and/or the Dean. Agenda’s must be sent to the Dean of CTE and the Division Assistant for posting at least 1 week before the meeting date.

A quorum (50% of the official membership) must be present for a meeting to be official and conduct business. All decisions made by a Program Advisory Committee should be formalized based on a motion from one member, a seconding of that motion by another member, and majority vote of those members present. Each of these actions shall be recorded in the minutes.

Within two weeks of the meeting, the chairperson should submit minutes to the appropriate Advisor folder (S:\CTE Advisory Committees) Minutes should contain a list of members in attendance and those that were not present, a list of invited guests, and a record of all recommendations.

Meeting minutes must be taken and subsequently approved by the Advisory Committee. The approval of minutes shall be noted as an action item on the meeting agenda when the approval is to occur. An electronic copy of the approved meeting minutes shall be sent to the Office of Career Technical Education for posting on the Career Technical Education web page.

Agendas and minutes will be posted on the CTE college webpage.

Approval of New Members

By May 30th of each year, Department Chairs shall submit a proposed list of Program Advisory Committee members to the Dean of CTE-EWD. The list shall include the name of each member, the agency or company they represent, the position held within the company, and contact
information including telephone number and email address. This list also needs to be in a table format so private contact information can be removed before posting on the web page (Advisory meeting folder for roster form). The Dean will review the list to ensure adequate industry representation and after the Dean approves the proposed committee, the Dean will submit the list to IC for approval in the fall.

Department Chair Responsibilities

Department Chairs are responsible for scheduling meetings and that agendas and minutes are submitted in accordance with the time-line.

Department Chairs are responsible for sending out agendas to committee members.

Office of Career Technical Education Responsibilities

The Dean of Career Technical Education and Workforce Development, or designee is responsible for monitoring Program Advisory Committee activities to ensure they are in compliance with related state and federal laws and the policies of Cabrillo College. In addition, the Dean will provide training related to the duties, function, and operations of a Program Advisory Committee for Department Chairs and committee members as needed.

The Office of Career Technical Education shall act as a repository of records of Program Advisory Committee activity.

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