



Welcome Advisory Committee Member!

This handbook is your resource to information on how to become a successful active participant in your new advisory committee. It was designed to establish some uniformity among committees, it is not meant to limit your creativity. The handbook is also now available online on the Career and Technical Education Coordinating Committee's website at <http://www.lanecc.edu/cteccc>

Inside you will find information about what committees exist, the objectives of committees, membership guidelines and meeting operations with example documents, the annual report, and by-laws. Your own advisory committee may have included samples of minutes, agendas, a recent annual report, and provided you with a current list of your advisory committee's members and meeting dates for the year.

We want to welcome you and hope you enjoy being a part of a Lane Community College Committee. Your input and time is extremely valuable and greatly appreciated by the college, students, and community!

TABLE OF CONTENTS

INTRODUCTION – Section 1

Letter from the President.....	1
Letter from the CTECC.....	2
Lane Community College: An Overview	3

COMMITTEE OBJECTIVES – Section 2

Introduction	5
Major Objectives of Advisory Committees	6
Steps to Building and Maintaining a Successful Advisory Committee	7
List of Career and Technical Advisory Committees.....	8
Career and Technical Advisory Committees Activities and Services	10

MEMBERSHIP GUIDELINES / MEETING OPERATIONS – Section 3

Membership Guidelines.....	13
Membership Committee Appointment.....	14
Example Committee Appointments	15
Suggested Advisory Committee Calendar	16
Recommended Process for Conducting Advisory Committee Meetings	17
Meeting Preparation.....	18
Example Meeting Notice	19
Example Meeting Agenda.....	20
Example Minutes Format.....	21
Maximizing Meeting Effectiveness	22
Priority of Motions and Governing Rules.....	23
Distribution of Committee Documents.....	24
Recognition of Advisory Committee Members.....	25
Example Letter of Completion of Assignment.....	26

ANNUAL REPORT / CTECC INTERVIEW – Section 4

Advisory Committee Annual Report.....	27
Advisory Committee Interviews	28
Advisory Committee Self-evaluations	29

BYLAWS – Section 5

Advisory Committee Bylaws	31
Glossary of Terms and Acronyms	37

MINUTES/AGENDAS – Section 6 - For Personal Use – 4 Tabs

This section has been created for you to put current meeting documents or pertinent information for your own advisory committee, modify tabs as needed.

Lane Community College is an equal opportunity / affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.



Office of the President

September 2007

Dear Advisory Committee Member:

I want to applaud your willingness to serve on a Lane Community College Advisory Committee.

Each year the Lane Community College Board of Education appoints over 650 community members to our advisory committees. These advisory committees are critical to the success of our career and technical programs and our students. Addressing the employment and educational needs of apprenticeship, business, industry, labor, and professions is the goal of our career and technical programs, and your expertise in the field is a key component in meeting that goal.

We have come to rely on the assistance of advisory committee members in program design and evaluation, liaising with the community, student recruitment, legislative advocacy, fundraising, and securing equipment donations. These activities make a huge difference in our ability to provide a quality learning experience for students. It will be even more important in the future as we continue to deal with fiscal challenges.

The advisory committee handbook has been developed to provide you with an introduction to the role and responsibilities of the advisory committee members. We believe it will be a valuable tool to assist you in your role as a Lane Community College Advisory Committee member.

Again I want to thank you for the time you are willing to give us. Your commitment to our students and programs is appreciated.

Sincerely,

Mary Spilde
President

Career and Technical Education Coordinating Committee

Comprised of Lane County Community Members and Lane Community College Staff



*The Career and Technical Education Coordinating Committee
provides guidance and support to advisory committees,
in partnership with the business community, to promote a quality workforce.*

Dear Advisory Committee Members:

First we would like to thank you for joining! The CTECC is appointed to serve the college by providing guidance, coordination, and support for all of Lane's advisory committees. There are currently 48 committees, with over 650 total members. Most of the committees advise individual career and technical programs. Some advise other community-linked programs at the college. The CTECC provides input to the vice-president's office on programs, advisory committees, and community issues involving career and technical education.

OPERATION

- The Office of Instruction and Student Services and the CTECC request an annual report from each advisory committee.
- Program coordinators and their advisory committee chairs are asked to meet with the CTECC for a review on a three-year rotational basis. The results are recorded on a review form and feedback is given to the program.
- The CTECC submits a letter to the vice president making recommendations based on the current year's work once per year.
- The CTECC organizes and coordinates an annual recognition event for all of the members, generally in April or May.
- The CTECC also provides training through the Advisory Committee Handbook. The handbook outlines the purpose of advisory committees and provides guidelines on their use.

Since the first meetings in 1978, the CTECC clearly recognizes that strong programs have active advisory committees. Your appointment is for three years with a possible three-year re-election. Your involvement in strengthening Lane's advisory committee involvement will be greatly appreciated. Thank you for serving the college and the business community.

LANE COMMUNITY COLLEGE: AN OVERVIEW

Lane Community College began in 1938 as Eugene Vocational School and became Eugene Technical-Vocational School in 1958. The school was established as a community college by voter approval on October 19, 1964. Lane Community College held its first class in July 1965.

PURPOSE AND PHILOSOPHY

Lane Community College is a public, two-year community college chartered to provide accessible, high-quality education to meet the many needs of district residents. The college provides career and technical education, lower division college courses, remedial courses, continuing education, and specialized training for local businesses. It also offers counseling services to assist people in making wise career choices.

Lane offers both traditional classroom instruction and alternative methods of instruction, including credit classes via computer/Internet, individualized self-paced programs, and extensive use of technology. The college's Cooperative Education program enables students to earn credit for on-the-job training.

Lane's credit programs vary from one-year certification curricula to two-year programs leading to associate of arts, associate of applied science, associate of general studies, and associate of science degrees.

DISTRICT AND FACILITIES

Lane Community College serves a 5,000 square-mile area, which includes Lane County from the Pacific Ocean to the Cascade Mountains, and small portions of Benton, Douglas, and Linn Counties. The district has a population of approximately 323,000.

The main campus is located at 4000 East 30th Avenue in Eugene. The Downtown Center is located at 1059 Willamette Street, Eugene, and houses several business programs, and much of Lane's Community and Economic Development Branch. Other facilities include centers in Florence, Cottage Grove, and Eugene airport, as well as LCC centers located throughout the community.

CREDENTIALS

Lane Community College is recognized by the Oregon State Board of Education and accredited by the Northwest Commission on Colleges and Universities, and eight of Lane's career and technical programs are accredited by individual agencies. In 1985 the college was recognized by a national panel of community college experts as one of the five exceptional community colleges in the nation. Lane is also a member of the League of Innovation; a prestigious national organization made up of leading community colleges. The college was also named as one of the twelve Vanguard College's in 2000.

GOVERNANCE

Lane Community College is one of seventeen publicly supported community colleges in Oregon and is the third largest in the state. As a state-chartered institution, Lane operates under the guidance of the Oregon State Board of Education and under the direction of the Lane Community College Board of Education. The Oregon Board of Education processes requests for legislative appropriations, and creates guidelines for instructor and course approval. Lane's board has the authority to establish policies and adopt a budget. The president, vice presidents for instruction, student services, and college operations head the college's internal administration.

COMMITTEE OBJECTIVES

INTRODUCTION

Advisory committees assist in the development of new career and technical programs and provide existing programs with support and advice from business, industry, and labor. The importance of this link between educators and practitioners to achieve program quality and relevance is reflected in the Lane Community College Advisory Committee Handbook.

The handbook emphasizes the significant contributions committees provide to career and technical programs at Lane Community College. The handbook outlines the participation expected from committees and the support provided by college faculty and administration. The handbook is intended to provide a structure to enable committee chairs and members to understand the expectations of the college in this important area and a format for the effective operation of committees.

The advisory committee and staff of the corresponding career and technical program work together to ensure that the program is addressing current business, industry, labor, and professional employment needs, and that the level of skill achieved by students meets these needs.

Positive and enthusiastic application of these guidelines will result in a flow of advice and recommendations critical to keeping Lane's career and technical programs current with the needs of our community. **It is recommended that each new advisory committee member read the Bylaws prior to the first meeting.**

MAJOR OBJECTIVES OF ADVISORY COMMITTEES

The success of any advisory committee is measured in terms of its direct effect on instructional programs. Advisory committees react, sanction, and discuss subject areas encompassed within the total program. Committees also provide advice about the directions and plans of educational programs. Success requires active participation and leadership from the committees.

PROGRAM REVIEW

Needs Analysis

The first stage of developing or reviewing a program is to determine labor market demand and student interest in the program. The next stage is to determine necessary content through an analysis of the jobs or occupations related to the program. A later step involves determining what resources will be required to implement the program once its content is specified.

Program Planning and Design

Once the need for a program is determined, planning begins. Advisory committees can contribute to these activities by providing perspective and expertise. Such activities include reviewing curricula/equipment needs, determining facility requirements, reviewing instructional materials, and fundraising.

Program Evaluation

Program evaluation is an activity that should occur on a regular basis. Advisory committees can contribute significantly to the evaluation of programs. Because they have an objective and informed perspective, committee members can provide judgment and the leadership for actions based on evaluation information. Such activities may include reviewing evaluation results, equipment and facility needs, outcome results, and conducting employer surveys.

Recommendations

Members of the advisory committee frequently make recommendations to the college. To provide for that opportunity, committee recommendations shall be stated in the form of motions, be voted upon by the committee, and recorded in the minutes.

Unit Planning

Steps to Building and Maintaining A Successful Advisory Committee

The Career and Technical Education Coordinating Committee has prepared this document to assist you in your effort to create an active participatory advisory committee. Below you will find characteristics of successful committees and helpful hints.

Characteristics of Successful Committees:

- Open communication
- Industry involvement
- Large diverse membership pool
- Student involvement
- Variety in meeting locations
- Scheduled meetings
- Advance agendas
- Meeting reminders
- Meeting minutes
- Access to e-mail

Helpful Hints:

How can you involve your committee in making program decisions?

- ➡ **SOLICIT** advisory committee participation and input.
- ➡ **SHOW** interest in your members; ask if they would be willing to host a meeting.
- ➡ **LISTEN** to what members have to say, and implement their recommendations when possible.

How can you improve committee participation?

- ➡ **CREATE** a large committee; it helps ensure you will have adequate attendance.
- ➡ **PICK** a wide range of people from different disciplines.
- ➡ **INCLUDE** people who have some relation to the subject matter, such as: cooperative education supervisors, practicing professionals, managers, and students.
- ➡ **CONDUCT** efficient and effective meetings.

How can you prepare for a successful committee?

- ➡ **SELECT** a strong, active chairperson.
- ➡ **ROTATE** the chairperson annually.
- ➡ **STAY** in contact with the committee chairperson. Collaborate on the meeting agenda, ask him/her to serve on hiring committees, conduct an annual strategic planning session.

LIST OF CAREER AND TECHNICAL ADVISORY COMMITTEES

Apprenticeship
Auto Body & Fender Technology
Automotive Technology
Aviation Maintenance Technician
Business
Child and Family Education
Computer Information Technology
Construction Technology
Criminal Justice
Culinary Arts & Hospitality Management
Dental Programs
Diesel Technology
Drafting
Electronic Technology
Emergency Medical Technology
Energy Management
Fabrication / Welding Technology
Fitness Training
Flight Technology
Geographical Information Systems
Graphic Design
Health Records Technology & Medical Office Assistant
Human Services
Manufacturing Technology
Multimedia Design
Nursing Program
Physical Therapy Assistant
Professional / Occupational Skills Training
Respiratory Care
Water Conservation

LIST OF OTHER COLLEGE WIDE ADVISORY COMMITTEES

Adult Basic and Secondary Education
Adults Basic Skills Program
Business Development Center
Elmira Community Learning Center
Engineering Transfer
English as a Second Language
Farm Business Management
LCC at Florence
Native American
Oakridge Community Learning Center
Career and Technical Education Coordinating Committee
Senior Companion Program
Senior Programming
Small Business Management
Specialized Employment Services

The Career and Technical committees listed above advise particular LCC credit programs. Those under the category of Other College Wide Committees are the exception. These committees advise either non-credit programs or are more general in nature.

CAREER AND TECHNICAL PROGRAM ADVISORY COMMITTEES ACTIVITIES AND SERVICES

Student Recruitment, Selection, Recognition, and Placement

1. Encourage young people (and parents) to consider career and technical education through such activities as visits to high schools, speeches to civic clubs, and career day.
2. Provide the college with information concerning desirable aptitudes, education, and experiential background, which applicants for entry-level jobs should have. This will assist educators in placing their student recruitment and training programs.
3. Arrange business visitations for students and counselors.
4. Provide career and technical guidance literature to teachers, counselors, and students.
5. Assist and participate in surveys of local industry work force needs.
6. Provide work experience and/or cooperative education work sites for students in the training program(s).
7. Provide scholarships and other financial assistance for students who wish to continue their education and training.
8. Provide recognition of outstanding students.
9. Assist the college in the placement of graduates in industry work sites.
10. Work with apprenticeship-labor relations.

Instructional Program

1. Assist the Lane Advisory Committee Coordinator in the review of budget requests for equipment, supplies and staff.
2. Evaluate conditions, adequacy of equipment, and layout and safety of physical facilities.
3. Assist in the development and review of course content to ensure it meets the changing skill and knowledge needs of the industry.

4. Assist in fundraising for needed scholarships, equipment, supplies, licenses, and donations.
5. Assist the faculty in the establishment of standards of proficiency and competencies to be met by students.
6. Assist in the assessment of the career and technical program as required by local, state, and/or national standards.
7. Suggest materials for a library of visual aids, magazines, books, and other references concerning the industry.
8. Assist in the development of proposals for government and private grants and contracts.
9. Assist in the development of special technical courses and upgrade skills of employed personnel.
10. Assist in the development of apprenticeship and on-the-job training related courses.
11. Arrange plant or field trip visits as requested by faculty.
12. Provide instructional aids (such as sample kits of raw materials, finished products, prototypes, charts, posters of exhibit) for instructional purposes in classrooms and laboratories.

Instructor Assistance

1. Arrange meetings of program staff to establish cooperative relationships between the college and industry.
2. Arrange summer employment or internships for instructors and program support personnel.
3. Assist in the establishment of instructor qualification requirements.
4. Conduct clinics and in-service training to assist instructors and program support personnel to learn new technologies.
5. Serve as a resource to identify substitute instructors or guest presenters from industry to assist instructors.

Public Relations

1. Promote Lane Community College's specific career and technical education programs to others in the community.
2. Provide speakers to address trade and civic groups concerning the industry's need for education and the college's training programs.
3. Attend meetings (upon request) in support of career and technical education, which may be called by local and state college officials, boards, and legislative groups.
4. Participate in radio and television programs designed to inform the public about career and technical education opportunities.
5. Advise employees and their families concerning Lane's programs by such activities as posting the information on bulletin boards, news stories in company publications, and enclosures in pay envelopes.

MEMBERSHIP GUIDELINES

Background: The advisory committee should have representatives from employers, supervisors, employees, and others who can address required skills, attitudes, and knowledge for particular occupations. Candidates for membership should be interested in the college and the career and technical education offered, and should be cooperative, responsible, and productive people who possess integrity. They should express a willingness to serve, and should have expertise and experience in the particular area that the committee represents.

Membership Subcommittee: The committee should appoint a three-member membership subcommittee to solicit nominations and screen potential committee members. The subcommittee will provide orientation for new members and assist in dealing with situations of excessive absenteeism.

Program Staff Role: The Lane Advisory Committee Coordinator and ad hoc membership committee have responsibility for determining needed representation, and identifying members to serve on the advisory committee.

Determining Representation:

- ❖ **Note:**
 - It is recommended that each advisory committee has diverse representation and strives to meet gender balance.
- ❖ **Size of the committee:**
 - Effective advisory committee membership generally falls between seven and fifteen members.
- ❖ **Term of office:**
 - Three years; subject to renewal for a second three-year term. Members may serve past the six-year term limit as voting members and as chairs/vice chairs, with recommendation by the committee coordinator. All Lane employees are non-voting members and are considered to have ex-officio status.
- ❖ **Major groups, which may need to be represented:**
 - Apprenticeship
 - Organized labor
 - Related programs in high schools
 - Professional organizations
 - Skill clusters within a career and technical field group
 - Business and Industry
 - Government agencies
 - Community agencies
- ❖ **Committee members may include:**
 - Program graduates
 - Professional, management, and technical personnel
 - Large and small business owners/managers of business association
 - Personnel and/or training directors
 - Other educational training/institution representatives

MEMBERSHIP COMMITTEE APPOINTMENT

Each year in the spring an Administrative Coordinator, in the Office of Instruction and Student Services (OISS), updates committee memberships for the Board of Education. A spreadsheet is sent to each Lane Advisory Committee Coordinator via e-mail with a list of their current members. You will be asked to update this list by deleting members and adding new ones. Each November, the Lane Community College Board will approve the advisory committees and their members. You may also send updates throughout the year to the Administrative Coordinator via e-mail request. In the spring, the Administrative Specialist from Cooperative Education will remind you to send updates to Administrative Coordinator, the designated person in OISS.

New member information needed to add to database:

- Member Name / Title
- Business Name / Department
- Mailing Address / City / State / Zip
- Phone Number One
- Phone Number Two
- Date Appointed
- End of Term (terms are 3 years)

Note: The new member form that was previously in the handbook has been deleted due to e-mail updating procedures.

EXAMPLE--SAMPLE
COMMITTEE APPOINTMENTS

DATE: November 16, 2007
TO: ADVISORY COMMITTEE MEMBERS
FROM: Name, Title, and Department
RE: COMMENDATION

The Lane Community College Board of Education, at its November meeting, approved your appointment/reappointment to the _____ Advisory Committee on which you serve. We would like to thank you for your willingness to serve in this capacity, and commend your continuing dedication to Lane in providing a necessary community/industry perspective to our educational programs. The Lane Community College staff and Board of Education value your participation and hope it is rewarding to you.

SUGGESTED ADVISORY COMMITTEE CALENDAR

Primary Agenda Items to Fulfill Objectives

OBJECTIVE	ACTIVITY	BEGINNING ACTIVITY DATE
Familiarization with committee structure and operation	1. See first meeting agenda	Fall
Needs analysis	1. Determine labor market demand 2. Enrollment trends 3. Identify anticipated technological changes	Fall
Program planning and design	1. Review existing goals of the program 2. Review a. Program curricula b. Classroom/facilities/equipment c. Work experience d. Placement of program completers e. Available and anticipated resources f. Recommended staffing	Fall
Program evaluation	1. Evaluate the outcomes of the program in relation to the goals	Winter
Recommendations: programmatic and financial	1. Contribute to program's unit planning 2. Make any recommendations to Division Chair for Office of Instruction Consideration	Spring - Fall
Preparation of following year	1. Review committee membership and recruit new members a. Submit advisory committee lists to vice presidents for Instruction and Student Services b. Set goals for program of work c. Ask college board to approve advisory committee membership d. Notify members of board appointment to committee	Spring Spring Spring - Fall Fall Fall

RECOMMENDED PROCESS FOR CONDUCTING ADVISORY COMMITTEE MEETINGS

Agenda for the First Meeting

The first meeting of the advisory committee is the responsibility of the Lane Advisory Committee Coordinator who schedules and organizes the meeting in cooperation with the committee chair. Held in Fall, the first meeting is an especially important one. It provides the college's administrators an opportunity to welcome the members, and to let them know that the college values their work, and wants their advice and recommendations.

An agenda for the first meeting might include:

- a.** Introductions
- b.** Distribution of materials which will include a campus map, a college catalog, career and technical program data, and any other relevant materials
- c.** Remarks by division administrators
- d.** Statements by the Community Advisory Committee Chair and the Lane Advisory Committee Coordinator about the role of the advisory committee
- e.** A review of committee operations
- f.** A description of the college and the relevant department (e.g., its history, nature, objectives, and personnel)
- g.** Review of committee's work plan for the year and its relationship to the unit plan
- h.** Committee organization:
 - ❖ Selection of dates and times for future meetings
 - ❖ Appointment of subcommittees as necessary
- i.** Other items
- j.** Adjournment

MEETING PREPARATION

LANE ADVISORY COMMITTEE COORDINATOR

1. Set agenda with executive committee (Program Division Dean, Lane Advisory Committee Coordinator, and Community Advisory Committee Chair/Vice Chair). This should reflect agenda items forwarded from prior meeting.
2. Send an agenda and handouts to members at least ten days prior to meeting.
3. Follow up with a phone call or e-mail prior to the meeting.
4. Conduct necessary pre-meeting activities, such as:
 - a) Arrange for speakers
 - b) Arrange for the meeting room
 - c) Greet committee members upon their arrival
 - d) Make arrangements for refreshments
5. Provide for note taking and preparation of the minutes.
6. Prepare any supporting or descriptive materials to clarify the topics and provide necessary background information. Send as many of these items as possible with the agenda.
7. Make sure that recommendations made by the committee are forwarded through normal channels to the division deans, vice presidents, college president, and board of education.
8. Report responses to any recommendations committee has made.

EXAMPLE
MEETING NOTICE

TO: Advisory Committee Member
FROM: Linda Jones, Committee Coordinator
DATE: September 7, 2007
RE: Advisory Committee Meeting

Please plan to attend the next scheduled (name of committee) meeting:

Tuesday, October 2, 2007
8:00-9:30 a.m.
Lane Community College
Main Campus
Board Room, Administration 216

Enclosures: map, agenda

EXAMPLE
MEETING AGENDA

Date

1. Call to order by chair
2. Introductions
3. Approval of previous minutes
4. Review of agenda for additions or changes
5. Old business (List each item. Note if it is an "action" or "information" item.)
6. New business (List each item. Note if it is an "action" or "information" item.)
7. Items to be considered at future meetings
8. Suggested date for next meeting
9. Adjournment

EXAMPLE
MINUTES FORMAT
Date and Meeting Place

The minutes should include:

1. Date and place of meeting
2. Time the meeting was called to order
3. Names of members attending, job titles, and company affiliation
4. Names of college personnel and guests attending
5. Summary of reports
6. Records of discussions and motions, including the names of individuals moving the motions and the recorded vote. Recommendations are to be noted with the names of the individual making the recommendations.
7. Date and place of next meeting
8. Time the meeting adjourned

Respectfully submitted,

Name

Official copies of minutes should be maintained in the college representative's office with a copy sent to the vice presidents for instruction and student services.

MAXIMIZING MEETING EFFECTIVENESS

Effective meetings are critical to the success of the advisory committee. Discussion and deliberation of important matters are translated into recommendations. Establishing recognized rules and procedures would improve the effectiveness of meetings. The chair is responsible for conducting the meetings. Meetings should begin and end promptly out of respect for the personal schedules of committee members.

The chair should incorporate enough procedure to keep the committee operating efficiently. Too much formality will stifle creativity and discussion. Too much informality may lead to confusion, inefficiency, and a loss of seriousness of purpose. (See "Parliamentary Procedure at a Glance," on the Priority of Motions and Governing Rules section, page 25.)

The Lane Advisory Committee Coordinator should not assume responsibility for directing advisory committee meetings. The primary role of the Lane Advisory Committee Coordinator is to facilitate the effective conduct of the meetings and to provide background information as needed. The coordinator may also participate in discussions and offer suggestions recognizing that his/her primary goal is to obtain information from the committee members.

The Priority of Motions and Governing Rules

MOTION (in order of precedence)	May Interrupt Speaker	Requires a Second	Debatable	Amendable	Vote Required
PRIVILEGED MOTIONS					
Fix a time at which to adjourn	No	Yes	Lim	Yes	Maj
Adjourn (unqualified)	No	Yes	No	No	Maj
Take a Recess	No	Yes	Lim	Yes	Maj
Rise to a question of privilege	Yes	No	No	Yes	CR
Call for the orders of the day	Yes	No	No	No	No
SUBSIDIARY MOTIONS					
Lay on, or take from, the table	No	Yes	No	No	Maj
Call for the previous question	No	Yes	No	Yes	2/3
Limit, or extend limits of debate	No	Yes	Lim	Yes	2/3
Postpone definitely	No	Yes	Lim	Yes	Maj
Refer to a committee	No	Yes	Lim	Yes	Maj
Amend the motion (1 st rank)	No	Yes	Yes	Yes	Maj
Amend the amendment (2 nd rank)	No	Yes	Yes	No	Maj
Postpone indefinitely	No	Yes	Yes	No	Maj
MAIN MOTIONS					
General motions (the question)	No	Yes	Yes	Yes	Maj
Specific motions					
Reconsider	Yes	Yes	Yes	No	Maj
Reconsider and enter in minutes	Yes	Yes	No	No	No
Rescind	No	Yes	Yes	Yes	2/3
Expunge	No	Yes	Yes	Yes	2/3
Adopt a resolution	No	Yes	Yes	Yes	Maj
Adjourn (qualified)	No	Yes	Lim	Yes	Maj
Create orders of the day (general) (special)	No	Yes	Yes	Yes	Maj 2/3
Amend (constitution, etc.)	No	Yes	Yes	Yes	2/3
INCIDENTAL MOTIONS (no order of precedence)					
Suspend rules	No	Yes	No	No	2/3
Withdraw or modify a motion	No	No	No	No	Maj
Read papers	No	Yes	No	No	Maj
Object to consideration	Yes	No	No	No	2/3
Rise to a point of order	Yes	No	No	No	CR
Rise to a point of information	Yes	No	No	No	No
Rise to parliamentary inquiry	Yes	No	No	No	No
Appeal the decision of the chair	Yes	Yes	Lim	No	Maj
Call for a division of the assembly	Yes	No	No	No	Maj
Call for a division of the motion	No	Yes	No	Yes	Maj

CR=Chair Rules

Lim=Limited

Maj=Majority

DISTRIBUTION OF COMMITTEE DOCUMENTS

DOCUMENT	DISTRIBUTION (By Lane Advisory Committee Coordinator)
Meeting notification	Program staff
Agenda	Division/department chair Committee members:
Committee membership list	Career and Technical Education Coordinating Committee Vice presidents for instruction and student services Board of educators President's Office
Meeting minutes	Advisory committee members: Division/department chair Program faculty

RECOGNITION OF ADVISORY COMMITTEE MEMBERS

Most persons appreciate being thanked for their volunteer efforts. Advisory committee members certainly deserve recognition for their efforts. The Lane Advisory Committee Coordinator and/or Department/Division Chair should consider the following methods of recognition for advisory committee members:

- a) Bulletin board displays
- b) Letters of appreciation to committee members
- c) Letters of appreciation to committee members' employer

In cooperation with the Office of Instruction and Student Services, consideration will be given to the following forms of recognition:

- a) News releases of advisory committee activity
- b) Board of education resolutions of appreciation
- c) Certificates of appreciation for the board and staff
- d) Annual appreciation gala

Other forms of recognition activity, such as banquets, names in published materials, etc., will be initiated through the Office of Instruction and Student Services. The advisory committee will agree on a method of appreciation to committee members upon the conclusion of service.

EXAMPLE
LETTER OF COMPLETION OF ASSIGNMENT

Date _____

Dear _____:

Advisory committee members serve an essential role for the college, providing valuable information and direction as we make program decisions. Your term as an advisory committee member of the _____ program at Lane Community College has now been completed. We thank you for your contribution and time.

Sincerely,

Name _____
Department _____

ADVISORY COMMITTEE ANNUAL REPORT

The Vice President for Instruction will review the CTECC responses to the advisory committee self-evaluations and interviews, and meet with the Lane Advisory Committee Coordinator to discuss the feedback.

Advisory Committee Interviews

Each year the Career and Technical Education Coordinating Committee (CTECC) reviews several of the advisory committees' activities and involvements. An interview is done to learn more about the program, as well as activities and involvement of the advisory committee with the program. This gives the CTECC an opportunity to help and give suggestions to committees that may be struggling, as well as learning new and improved processes from committees that are thriving. The roll of the CTECC is not as evaluator, but rather a coach or mentor. Every year a summary of each of the committees interviewed is given to the Office of Instruction for their review.

Each month of the academic school year (September-June) the CTECC invites a different committee to its monthly meeting for a 30-45 minute conversation. The committee would like to interview the advisory chair (should be a community member), the committee coordinator (Lane faculty), and any other members that might like to attend. The division chair is informed of the interview as well. Prior to the meeting, the CTECC will review the Program Advisory Committee Self Evaluation report submitted by your advisory committee. At the interview the chair and coordinator should be prepared to give an overview of the program, and any other appropriate information they wish to share. The CTECC may make recommendations based on information gained in the review. If the committee is new and is asked to be interviewed, this is an excellent chance to get direct feedback on how to start and maintain a successful committee. Please see the Program Advisory Committee Self Evaluation report form for questions and discussion topics.

Other Possible Topics that the committee may ask about:

- ❖ Program marketing activities and public relations
- ❖ Needs for equipment, supplies and staff
- ❖ Cooperative relationships between the college and industry
- ❖ Ways to support career and technical education, which may be called for by local and state college officials, boards, and legislative groups
- ❖ Program advisory committee goals, accomplishments, and barriers to success
- ❖ Industry and employment trends in the field



Career & Technical Education Coordinating Committee (CTECC) PROGRAM ADVISORY COMMITTEE SELF EVALUATION

Program Advisory Committee Name: _____

Advisory Committee Members

Community Advisory Committee Chair: _____

Lane Advisory Committee Coordinator: _____

Program Division/Dept Dean: _____

Committee Review Date and Time: _____

Instructions: Please fill in your response to each question in the yellow section (short bullet points are best). The yellow sections will expand to accommodate the data you type in. When the form is completed please forward by e-mail, at least one week prior to the committee interview, to Phoebe Anderson in Cooperative Education at andersonp@lanecc.edu. Thank you. We look forward to meeting with you and your committee.

☐

1. Committee Accomplishments

1 A. 1) Describe your advisory committee and what types of businesses or organizations are represented in your committee. 2) How many are in your committee? 3) How often do you meet?

1 B. What are 3-5 outcomes that have been accomplished by your committee?

1 C. How did your advisory committee help with achieving those goals?

1 D. Describe your committee efforts in developing and generating community support.

1 E. What do you think are the committee members' strengths and weaknesses?

☐

2. Committee Involvement in Planning and Design

2 A. What is the committee's involvement for keeping your program "state of the industry?"

2 B. What staff development does the committee suggest your staff needs to meet future program skill needs?

2 C. What is your committee's involvement in planning and design of the program?

☐

3. Gender, Disability Adaptation, and Diversity

3 A. What is the gender balance and diversity in your program student population? (Data for your consideration is available through IRAP. Contact Craig Taylor at taylorc@lanecc.edu.)

3 B. *How has your committee encouraged gender balance and diversity in your student population? What future plans do you have?*

3 C. *How does your committee assist students with special needs to successfully reach program outcomes?*

☐ **4. Program Demand / Enrollment**

4 A. *1) What does your committee think of regional projections and how are you dealing with this? 2) What does your committee say about these and local needs? 3) What is the committee doing to get the word out to the broader community?*

4 B. *Describe the enrollment trends and capacity in your program?*

☐ **5. Placement / Employment**

5 A. *How would your committee rate the exit math, writing, and interpersonal skills of students who complete your program?*

5 B. *How does your committee know that the students are graduating with the appropriate skills and level needed by the employers?*

5 C. *How does your committee follow-up with your graduates or transfers?*

5 D. *1) What are the outcomes (placement rate, transfer, etc.) of those students who participate in your program? 2) How is your advisory committee involved?*

☐ **6. Secondary / Postsecondary Connections**

6 A. *1) How does your program connect with high schools? 2) Is your committee involved?*

6 B. *How do you align, articulate, and develop a program of study that links between high school, community college, and 4 year institutions?*

7. Questions for the CTECC Interview Committee

7 A. *1) What questions do you have for us? 2) How can we support you?*

ADVISORY COMMITTEE BYLAWS

ARTICLE I. THE PURPOSE OF LANE COMMUNITY COLLEGE ADVISORY COMMITTEES

Section 1. The advisory committee shall provide advice and recommendations on those matters relevant to the program for which it has been appointed.

Section 2. The purposes and duties of the advisory committee are to:

- a. Ensure the program addresses employment and educational needs of apprenticeship, business, industry, labor, and/or professions.
- b. Assist in program planning design and evaluation of:
 - ❖ Mission and goals
 - ❖ Program outline
 - ❖ Course content
 - ❖ Equipment
 - ❖ Staffing
 - ❖ Work experience
 - ❖ Placement
 - ❖ Funding
 - ❖ Instructional facilities
- c. Serve as a communication link and advocate for the program with:
 - ❖ The community
 - ❖ Business, industry, and labor
 - ❖ Professional groups
 - ❖ Educational institutions
- d. Assist in:
 - ❖ Student recruitment and selection
 - ❖ Student cooperative education (work experience)
 - ❖ Student job placement
 - ❖ Student follow-up
- e. Assist in the final review of the advisory committee's self-evaluation to the CTECC.

ARTICLE II. MEMBERSHIP

Section 1. Advisory committee members:

- a. The number of committee members may range from seven to fifteen members. Representation is discussed in "Membership Guidelines" (p. 12).
- b. College employees are non-voting members of the advisory committee and are considered to have ex officio status. Directors, Deans, full-time classified personnel, and current students may provide resource representation at committee meetings. The representative staff group

should not outnumber advisory committee members at scheduled meetings.

- Section 2.** Members shall be selected to represent a cross-section of the community, business, industry, and/or profession served by the program.
- Section 3.** Names of prospective committee members will be submitted through department and division chairs to the vice presidents for instruction and student services for appointment by the board of education. The names shall be recorded in the Cooperative Education office.
- Section 4.** Appointment of an advisory committee member shall be for a term of three years with one term renewable at the discretion of the Community Advisory Committee Chair and Lane Advisory Committee Coordinator, except when appointment is to fill an unexpired term. With recommendation by the committee coordinator, members may serve beyond two terms as voting members and act as chair/vice chair.
- Section 5.** One-third of total membership shall be appointed each year.
- Section 6.** The term of a new committee member shall begin in September.
- Section 7.** An individual's membership on the committee is subject to review if absent from two successive meetings.
- Section 8.** The Lane Advisory Committee Coordinator or (in an emergency) a designee will be present at each meeting.
- Section 9.** Other administrators, instructors, or classified staff shall attend meetings at the request of the Community Advisory Committee Chair or Lane Advisory Committee Coordinator.
- Section 10.** The advisory committee chair or person designated by the chair shall represent the group at advisory subcommittee meetings as requested.
- Section 11.** Committee members bringing guests should notify the Lane Advisory Committee Coordinator that additional people would be attending. Guests may contribute to discussion at the discretion of the chair. Rules of membership apply to guests.

ARTICLE III. MEETINGS

- Section 1.** The advisory committee will meet at least three times during the academic year. Additional meetings may be called as needed to accomplish goals and committee objectives.

- Section 2.** The community advisory committee chair, Lane advisory committee coordinator, or executive committee of the advisory committee may call special meetings.
- Section 3.** The Lane advisory committee coordinator shall provide notices of meetings to all members in advance of each meeting.
- Section 4.** Meetings shall not be more than two hours long unless a majority of the members vote to continue a particular meeting.
- Section 5.** The executive committee shall prepare the agenda.
- Section 6.** Committee recommendations shall be stated in the form of motions, be voted upon, and recorded in the minutes.
- Section 7.** Minutes of each meeting will be recorded and provided to all members by a staff member identified by the college.
- Section 8.** As the need for regular and special committees arises, such committees may be appointed by the chair and meetings scheduled. A motion shall be considered passed when more than 50% of attending members have cast a majority vote.

ARTICLE IV. ROLES AND RESPONSIBILITIES

- Section 1.** Selection of officers.
- a. The officers shall be a community advisory chair and a vice chair (chair elect).
 - b. The vice chair shall be elected by a majority vote at the annual spring term meeting from among members who have served during that year.
 - c. The vice chair who was elected the previous spring term shall automatically move into the chair's position at the spring term meeting.
- Section 2.** The duties of the chair shall include, but are not limited to:
- a. Presiding at meetings of the advisory committee.
 - b. Serving as chairperson of the executive committee.
 - c. Appointing special subcommittees, which may include persons other than committee members.
 - d. Presenting the committee's views at other meetings as needed.
- Section 3.** The vice chair shall:
- a. Perform the duties of the chair in that person's absence.
 - b. Serve on executive committee.
 - c. Provide other general assistance.

- Section 4.** The division Dean provides oversight for advisory committees in their areas. In cases where there are multiple advisory committees in a division, the division Dean may designate another person of authority. The Lane Advisory Committee Coordinator shall:
- a. Attend advisory committee meetings.
 - b. Send meeting notices, agendas, and supporting materials.
 - c. Maintain current list of advisory committee members, including chair and vice chair, terms of office, addresses, and other relevant information in the college computer file.
 - d. Keep accurate records of attendance at meetings.
 - e. Maintain a permanent record file of the advisory committee agendas, minutes, membership annual reports, and college response to the Career and Technical Education Coordinating Committee recommendations.
 - f. Distribute minutes of all meetings to membership, program faculty and division/department chair within two weeks following the date of the meeting.
 - g. Notify the advisory committee of college reactions to recommendations.
 - h. Serve on executive committee.

Section 5. The Division Dean appoints the Lane Advisory Committee Coordinator.

- Section 6.** The executive committee shall consist of the chair, vice chair, and Lane advisory committee coordinator. The executive committee shall:
- a. Propose the year's activities for committee review.
 - b. Develop the agenda for committee meetings.
 - c. Call special meetings of the advisory committee as needed.
 - d. Act on urgent matters between committee meetings.
 - e. Provide orientation to new members using the career and technical advisory committee handbook.

ARTICLE V. ROLES AND RESPONSIBILITIES OF THE CTECC

- Section 1.** The Career and Technical Education Coordinating Committee under the direction of the vice president for instruction and student services shall:
- a. Convene the Career and Technical Education Coordinating Committee.
 - b. Develop a policy relating to career and technical advisory committee operations to be approved by the president and college board of education.
 - c. Develop administrative guidelines to carry out that policy.
 - d. Develop a series of procedures to implement board policy relating to career and technical advisory committees.
 - e. Develop a reporting system to assure the board that the policy on advisory committees is being carried out.

- f. Develop and publish a handbook for members of career and technical advisory committees covering the following:
 - ❖ College background
 - ❖ College philosophy
 - ❖ College purposes
 - ❖ Relevant board policy
 - ❖ President's procedures
- Advisory coordinating committee's
 - ❖ Purpose and function
 - ❖ Organization and operations
 - ❖ Communication and reporting
 - ❖ Activity time line
- Roles and responsibilities of key players
 - ❖ Role of vice presidents for instruction and student services
 - ❖ Role of division director
 - ❖ Role of advisory committee coordinator

Section 2.

Role of Career and Technical Education Coordinating Committee:

- a. Provide oversight and guidance to the career and technical advisory committees to ensure their activities and ideas support and enhance Lane Community College goals.
 - 1. Meet with each career and technical advisory committee every three years.
 - 2. Review committee annual reports.
- b. Advise Lane Community College board of education through the annual letter about overall needs of career and technical programs.
 - 1. Recommend changes/additions/deletions to enhance programs.
 - 2. Recommend capital outlay priorities, and equipment maintenance.
 - 3. Advise a long-range plan.
 - 4. Make recommendations about funding.
- c. Ensure consistency with the board of education activities, priorities, and admission policies. This may be accomplished by receiving board agendas and minutes on a regular basis.
- d. Provide advice to the vice presidents for instruction and student services.
- e. Serve as a communication link and advocate for the program with:
 - ❖ The community
 - ❖ Business, industry, and labor
 - ❖ Professional groups
 - ❖ Educational institutions

ARTICLE VI. BYLAW REVISIONS

Section 1. Bylaws are established by the Career and Technical Education Coordinating Committee and reviewed annually with input from advisory committees.

GLOSSARY OF TERMS AND ACRONYMS

Career and Technical Education:

Career and technical education prepares students to make decisions about their future careers and successfully enter the workforce and continuing education.

INTERNAL

Departments/Programs

AA/EO	Affirmative Action/Equal Opportunity
ABSSE	Adult Basic Skills & Secondary Education
BASE	Black American Staff/Faculty and Employees of Lane Community College
BIS	Business & Industry Services
BSU	Black Student Union
CIT	Computer Information Technology
CLC	Community Learning Center
COLT	College Operations Leadership Team
CPS	Campus Public Safety
CWE	Cooperative Work Experience
DWP	Dislocated Worker Program (under Training & Development)
EAP	Employee Assistance Program
ESL	English as a Second Language
FMC	Facilities Management Committee
FMP	Facilities Management and Planning
IA	Institutional Advancement
ICP	Income Credit Program
IPEDS	Integrated Post Secondary Data System
IRAP	Institutional Research, Assessment and Planning
ISS	Instruction and Student Services
LAT	Legislative Action Team
LEAP	Life Experience Assessment Program
OCCDEC	Oregon Community College Distance Education Consortium
OSBDCN	Oregon Small Business Development Center Network
CTECC	Career and Technical Education Coordinating Committee
RSVP	Retired & Senior Volunteer Program
SCP	Senior Companion Program
SES	Specialized Employment Services
SWRC	Southern Willamette Research Corridor
TALN	Technology Access For Life Needs

Groups

ASLCC	Associated Students of Lane Community College
CCOSAC	Community Colleges of Oregon Student Associations and Commissions
ELT	Executive Leadership Team

LCCEA	Lane Community College Education Association (faculty)
LCCEF	Lane Community College Employees Federation (classified)
MEWC	Management Employees Working Conditions
MPAC	Management Professional Advancement Committee
OSA	Oregon Students Association
OSPIRG	Oregon Student Public Interest Research Group
PUG	Project User Group
SLI	Strategic Learning Initiative Team
SPT	Strategic Planning Team

Multi-Cultural Programs

ISCP	The International Student Community Program
BSU	The Black Student Union
LSU	The Latino Student Union
NASA	The Native American Student Association
SOME	The Student Organized Multi-Ethnic Club

EXTERNAL

AACC	American Association of Community Colleges
AAHE	American Association for Higher Education
AAWCC	American Association of Women in Community Colleges
ACCT	American Association of Community College Trustees
ACE	American Council on Education
ACT	American College Testing
ADA	American with Disabilities Act
AFT	American Federation of Teachers
AGB	Association of Governing Boards, Universities and Colleges
AMA	American Management Association
CVALCO	Convention & Visitors Association of Lane County Oregon
EEA	Eugene Education Association
E/SMP	Eugene/Springfield Metropolitan Partnerships
FAA	Federal Aviation Administration
JTPA	Job Training Partnership Act
LCOG	Lane Council of Governments
LTD	Lane Transit District
LANE ESD	Lane Education Service District
LRWC	Lane Regional Workforce Committee
NCCE	National Commission for Cooperative Education
NCTLA	National Center on Postsecondary Education
NEA	National Education Association
NISOD	National Institute for Staff and Organizational Development
NWASC	Northwest Association of Schools and Colleges
NREL	Northwest Regional Education Laboratories
OCCA	Oregon Community College Association
OCCS	Office of Community College Services

ODE	Oregon Department of Education
OEA	Oregon Education Association
OFT	Oregon Federation of Teachers
OSBA	Oregon School Boards Association
OSBE	Oregon State Board of Education
OUS	Oregon University System
PERS	Public Employees Retirement System
SCUP	Society for College and University Planning
SELCO	Service Employees of Lane County Oregon
SWPIC	Southern Willamette Private Industry Council
USDE	U.S. Department of Education
UW	United Way
WICHE	Western Interstate Commission for Higher Education

Miscellaneous

FTE	Full Time Equivalent
FTW	Family Tuition Waiver
GED	General Educational Development Certificate
ICP	Income Credit Program
OPE	Other Payroll Expense
RFP	Request for Proposal