

# New Member Orientation

Fall Kickoff Training & Breakfast  
(October 19, 2011)

# New member orientation

## ► Orientation Style

- Active vs. Passive
  - Byproduct of Active
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- Shortens the learning curve
  - Expedites buy-in and participation

# Orientation begins with recruitment

- High-level overview of the committee
  - Purpose [e.g. brochures--can be found on the CTECC webpage]
  - Composition
  - Example of recent committee accomplishments

# Orientation continues after selection

- ▶ **Advisory committee handbook**
  - Letter from President
    - Support from the top down
  - Overview of LCC:
    - 1) deep roots
    - 2) tradition of excellence
  - Committee objectives
    - **Major Objectives**
      - Needs analysis
      - Program Planning and Design
      - Program Evaluation
      - Recommendations
    - **Activities and services**
      - Student recruitment, Selection, Recognition and Placement
      - Instructional program
      - Instructor assistance
      - Public relations

# Orientation continues after selection

- Committee Mechanics
  - Access to prior meeting minutes
  - Access to other document—career pathways, project notes. Etc...
  - Access to prior advisory committee evaluations
- Committee Bylaws

## And the training continues...

- ▶ Try to involve the new member in the first meeting
  - Have the new member provide a brief overview of their work experience
  - If appropriate, get them involved with existing projects

Thank you for indulging me

Any questions?