



ADVISORY COMMITTEES 101

PRESENTED BY:

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WHO IS THE ILLINOIS CENTER FOR SPECIALIZED PROFESSIONAL SUPPORT (ICSPS)?

Creates, supports, and delivers professional development for career, technical and adult education professionals across Illinois. ICSPS provides technical assistance, develops publications, and facilitates program improvement strategies for our partners as they relate to college transition, recruitment, retention, and completion—encouraging achievement of special populations learners.

WHAT IS AN ADVISORY COMMITTEE?

- A platform for stakeholders to advise institutions on the development, implementation, and evaluation of CTE programs.
- Ensures programs are tailored to local workforce requirements and meeting student need.

Functions of the committee may include:

- Providing information about local industry and employment needs
- Identifying appropriate workplace knowledge, skills, and behaviors needed by program graduates
- Offering input during program reviews
- Providing guidance to ensure curriculum is up-to-date and applicable
- Functioning as a resource for speakers, field trips, adjunct faculty, and/or equipment
- Assisting in locating work-based learning experiences and placement opportunities
- Serving as a liaison between local CTE program and the business community

ROLE OF AN ADVISORY COMMITTEE



The role will vary depending on the nature of the CTE program.

- Curriculum Development
- Educational Enrichment
- Program Review
- Community Awareness
- Recruitment
- Legislative

RECOMMENDATIONS FOR MEMBERSHIP TERMS & CONDITIONS

- Create by-laws
- Define the length of service of a member
- Set attendance policies
- Outline member responsibilities and expectations



COMMITTEE LEADERSHIP

- Chairperson
 - Representative from business or industry
 - Elected by the committee
 - Recommended the individual not be an employee of the institution
- Vice-Chairperson
 - Elected by the committee
 - Assumes responsibilities of chair-person in their absence
 - Recommended the individual not be an employee of the institution
- Secretary
 - Appointed position
 - Responsible for taking minutes



COLLEGE FACULTY & STAFF

Best practice to garner representation from:

- Secondary
- Adult education
- Community Based Organizations (CBOs)
- Workforce staff
- Students
- Other college personnel

- CTE Program Director/Coordinator
 - Provides logistical support and insight into program structure and college needs
 - Acts as a liaison between the committee and administration
- Academic Dean
 - Provides leadership in establishing and maintaining the advisory committee
 - Reviews committee recommendations

MEETINGS

- Develop and follow a structured agenda
- Employ parliamentary procedure to conduct meetings
- Adopt Robert's Rules of Order, Newly Revised as the parliamentary authority
- Conduct initial meeting before the program year begins
- MUST conduct at least one meeting during the academic year
- Definitive starting and adjournment time

DISCUSSION ITEMS



- Alignment with college mission and strategic priorities
- Wage data related to the credential or degree earned
- Labor market need and employment projections
- Review of student learning outcomes
- Review of essential knowledge, skills, and behaviors
- Review of program outcomes
- Other data related to continuous quality improvement



SUBCOMMITTEES

Advisory committees can choose to form subcommittees to tackle large or specific issues and avoid redundancy during meetings.

Subcommittees may be responsible for researching topics and presenting the committee with recommendations for voting or other consideration.

ADVISORY COMMITTEE GUIDEBOOK

ADVISORY COMMITTEE GUIDEBOOK

Partnerships for Postsecondary Education

This guidebook, provided by the Illinois Community College Board, is designed as a resource for Illinois Community College Board programs to assist with establishing and facilitating advisory committees.

The Role of a Program Advisory Committee

The role of a Program Advisory Committee varies depending on the nature of the CTE program. The Program Advisory Committee may support the CTE program in a number of ways, including those described below.

Curriculum Development

- identify employability knowledge, skills, and behaviors and help incorporate them into the curriculum
- analyze course content and sequence
- review textbooks and other instructional material
- review technology standards in the curriculum
- recommend industry validated credentials
- identify competency levels and performance standards

Educational Enrichment

- provide classroom speakers from business and industry
- offer tours and field experiences for students and faculty/staff
- identify and provide job-shadowing opportunities such as internships and on-the-job training
- evaluate student portfolios and projects
- aid in securing additional funding and/or donations of materials and equipment
- provide guidance to student groups
- support student leadership opportunities such as student recognition events, mentoring, competitions, and scholarships
- provide externship opportunities for faculty
- identify and provide mentors for student mentoring programs

Meetings

Program Advisory Committees are recommended to develop and follow a structured agenda for each meeting; adopt Robert's Rules of Order, Newly Revised as the parliamentary authority; and employ parliamentary procedure to conduct all meetings.

Committees normally have their initial meetings before the program year begins, which provides an opportunity to establish priorities for the academic year.

In accordance with Illinois Community College Board requirements, advisory committees are required to conduct a minimum of one meeting each academic year. Meetings will focus on continuous quality improvement of the program(s).

If necessary, the advisory committee may meet more often to accomplish special projects or participate in accreditation activities. Written or electronic notice of meetings should be sent to members.

Subcommittees

The advisory committee can choose to form subcommittees as a way to tackle large or specific issues and avoid redundancy during meetings. Subcommittees may be responsible for researching topics and presenting the committee with recommendations for voting or other consideration.

Discussion Should Include...

- alignment with college mission and strategic priorities
- wage data related to the credential or degree earned
- labor market need and employment projections
- review of student learning outcomes
- review of essential knowledge, skills, and behaviors
- review of program outcomes
- other data related to continuous quality improvement

Call to Order and Adjournment

Meetings should have a definite starting and adjournment time. The chairperson must make a strong effort to begin the meeting on time, move through the agenda in a businesslike manner, allow for sufficient discussion, and adjourn the meeting at the scheduled time.

QUESTIONS



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icsps impacting
educational
equity

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