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 Professional Technical Education Coordinating Committee's website at: **www.lanecc.edu/presoffc/committee/ptcc.htm**

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!

Revised November 2003

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BYLAWS – Section 5

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..

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Revised November 2003

Lane
Community College

November 2003

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 professional technical programs and our students. Addressing the employment and educational needs of apprenticeship, business, industry, labor, and professions is the goal of our professional 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

4000 East 30th Avenue ● Eugene, OR 97405-0640 ● Phone: 541-463-5200 ● Fax: 541-463-5201 ● Web: www.lanecc.edu
an affirmative action/equal opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act

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Lane Community College

PTECC

Strong advisory committees make strong programs!

The Professional 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 PTECC 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 professional technical programs. Some advise other community-linked programs at the college. The PTECC provides input to the vice-president's office on programs, advisory committees and community issues involving professional technical education.

OPERATION

➢ The Office of Instruction and Student Services and the PTECC request an annual report from each advisory committee.
➢ Program coordinators and their advisory committee chairs are asked to meet with the PTECC 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 PTECC submits a letter to the vice president making recommendations based on the current year's work once per year.
➢ The PTECC organizes and coordinates an annual recognition event for all of the members generally in April.
➢ The PTECC 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 PTECC 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 professional 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 professional 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.

Lane County Region 5 Overview

In 2001, Region 5 experienced a loss of 1,600 jobs over 2000 -- the first annualized loss since 1991. Most of those losses came in a variety of durable goods manufacturing industries but in particular high tech manufacturing. Since the beginning of 2002 however, employment in manufacturing has stabilized and retail trade has added large numbers of new jobs with the addition of several large retailers to the area.

Seasonally, summer and warmer, drier weather brings employment opportunities in outdoor activities such as construction, agriculture and logging to Region 5. The better weather also signals the beginning of the tourist season. Outdoor recreation in the mountains and at the coast, along with convention activity in the Eugene/Springfield metro area promotes employment in such industries as hotels, restaurants and other retail. As summer progresses, employment in both local education and at the University of Oregon drop off due to summer break. Unemployment levels follow this basic seasonal trend with seasonal increases in outdoor activities and tourism countering seasonal decreases in education and students looking for work.

Oregon Employment Department • www.WorkingInOregon.org

INTRODUCTION

Advisory committees assist in the development of new professional 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 professional 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 professional 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 professional 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 <u>labor market demand</u> and <u>student interest</u> in the program. The next stage is to determine necessary <u>content</u> 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.

Annual Committee Report
Each year the advisory committee sends a report of its activities and recommendations to the vice president for instruction and student services. The Professional Technical Education Coordinating Committee and the Lane Community College Board of Education review the report.

The advisory committee annual report summarizes recommendations by the advisory committee related to curricula, equipment, facilities, student placement, cooperative education, and the needs of the community.

Steps to Building and Maintaining

A Successful

Advisory Committee

The Professional 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 ed. 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.

If you would like additional assistance call Andrea Newton at 463-5203.

LIST OF PROFESSIONAL/TECHNICAL ADVISORY COMMITTEES

Apprenticeship

Auto Body & Fender Technology

Automotive Technology

Aviation Maintenance Technician

Business Technologies

Computer Information Technology

Construction Technology

Criminal Justice

Culinary, Food Service & Hospitality

Dental Programs

Diesel Technology

Drafting

Early Childhood Education

Electronic Technology

Emergency Medical Technology

Energy Management

Fabrication/Welding Technology

Fitness Training

Flight Technology

Graphic Design

Health Records Technology

Human Services

Manufacturing Technology

Medical Office Assistant

Multimedia Design

Nursing Program

Professional/Occupational Skills Training Program

Respiratory Care

LIST OF OTHER COLLEGE WIDE ADVISORY COMMITTEES

Adult Basic and Secondary Education

Adults with Special Needs

Business Development Center

Elmira Community Learning Center

Engineering Transfer

English as a Second Language

Farm Business Management

Junction City Community Learning Center

KLCC

Lane Family Connections

LCC at Cottage Grove

LCC at Florence

McKenzie Community Learning Center

Oakridge Community Learning Center

Professional Technical Education Coordinating Committee

Senior Companion Program

Small Business Management

Women's Program

The Professional 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.

PROFESSIONAL TECHNICAL PROGRAM ADVISORY COMMITTEES
ACTIVITIES AND SERVICES

Student Recruitment, Selection, Recognition, and Placement

1. Encourage young people (and parents) to consider professional 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 professional 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 program administrator 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 professional 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 professional 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 professional technical 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 professional 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 federally protected groups who can address required skills, attitudes, and knowledge for particular occupations. Candidates for membership should be interested in the college and the professional 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 program administrator 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   -Business and Industry
-Organized labor   -Government agencies
-Related programs in high schools   -Community agencies
-Professional organizations
-Skill clusters within a professional technical field group

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 fall an Administrative Coordinator, in the Office of Instruction and Student Services, updates committee memberships for the Board of Education. A spreadsheet is sent to each advisory committee coordinator via email with a list of their current members. You will be asked to update this list by deleting members and adding new ones. You may also send updates throughout the year to the Administrative Coordinator via email request. In the spring, the Administrative Support Specialist, in Cooperative Education, will remind you to send updates to Coordinator for the annual recognition gala invitations that go out in mid-April.

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)

The new member form that was previously in the handbook has been deleted due to email updating procedures.

EXAMPLE--SAMPLE 1

COMMITTEE APPOINTMENTS

DATE: February 12, 2003

TO: ADVISORY COMMITTEE MEMBERS

FROM: Name, Title, and Department

RE: COMMENDATION

The LCC Board of Education, at its January meeting, approved your appointment/reappointment to the Computer Information Technology 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 LCC 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.

C: Office for Instruction and Student Services

EXAMPLE--SAMPLE 2

APPLIED ENGINEERING DEPARTMENT
Electronics Engineering Technician

DATE: February 10, 2003

TO: Name

FROM: Name, Executive Secretary

RE: COMMENDATION

The Lane Community College Board of Education, at its January meeting, approved your appointment/reappointment to the Electronics Engineering Technician 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 LCC in providing a necessary community/industry perspective to our educational programs. Lane Community College staff and Board of Education members value your participation and hope it is rewarding to you.

c:Office for Instruction and Student Services
Department chair/lead instructor

SUGGESTED ADVISORY COMMITTEE CALENDAR

Primary Agenda Items to Fulfill Objectives

OBJECTIVE ACTIVITY DATE	ACTIVITY	BEGINNING
Familiarization with committee structure and operation	1. See first meeting agenda	September
Needs analysis	1. Determine labor market demand 2. Enrollment trends 3. Identify anticipated technological changes	November

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
		November

Program evaluation	1. Evaluate the outcomes of the program in relation to the goals	January

Recommendations; programmatic and financial	1. Complete committee's annual report
	2. Written report to:
	  a. Professional technical advisory committee
	  b. College administration
	  c. College Board
		May-Oct.
		
		November
		November

Preparation for 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 for following year based on annual report
	  c. Ask college board to approve advisory committee membership
	  d. Notify members of board appointment to committee
		May
		
		October
		
		May-Sept.
		
		November
		December

RECOMMENDED PROCESS FOR CONDUCTING
ADVISORY COMMITTEE MEETINGS

Agenda for the First Meeting

The first meeting of the advisory committee is the responsibility of the committee coordinator who schedules and organizes the meeting in cooperation with the committee chair. Held in September, the first meeting is an especially important one. It provides the college's top 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 folders (or notebooks) containing a campus map, a college catalog, professional technical program data, and any other appropriate materials

c.   Remarks by top executives

d.   Statements by committee chair and committee coordinator about the role of the advisory committee

e.   A review of parliamentary procedure

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 administrative and board's response to the annual reports

h.   Committee organization:

      -Selection of dates and times for future meetings
      -Appointment of subcommittees as necessary

i.   Other items

j.   Adjournment

MEETING PREPARATION

ADVISORY COMMITTEE COORDINATOR

1. Set agenda with executive committee (committee coordinator, committee chair, vice chair). This should reflect agenda items forwarded from prior meeting.

2. Send an agenda packet including: meeting notice, agenda, and handouts to members at least ten days prior to meeting.

3. Follow up with a phone call 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 in agenda packet.

7. Make sure that recommendations made by the committee are forwarded through normal channels to the vice presidents, college president, and board of education.

8. Call upon program personnel for assistance as needed (e.g., laboratory technicians, tool room clerks, secretaries).

9. Report responses to motions of recommendations.

EXAMPLE

MEETING NOTICE

TO: Advisory Committee Member

FROM: Linda Jones, Committee Coordinator

DATE: January 15, 2003

RE: Advisory Committee Meeting

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

Tuesday, February 15, 2003
8:00-9:30 a.m.
Lane Community College
Main Campus
Board Room, Administration 216

Enclosures: map, agenda

EXAMPLE

MEETING AGENDA

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

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 members absent

5.   Names of college personnel and guests attending

6.   Summary of reports

7.   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

8.   Date and place of next meeting

9.   Time the meeting adjourned

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 parliamentary 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," page 26)

The committee coordinator should not assume responsibility for directing advisory committee meetings. The primary role of the 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 (1st rank)	No	Yes	Yes	Yes	Maj
Amend the amendment (2nd 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)	No	Yes	Yes	Yes	Maj
(special)					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 Committee Coordinator)
Meeting notification	Program staff
Agenda	Division/department chair Committee members: Vice presidents for instruction and student services
Committee list	Professional 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 Vice presidents for instruction and student services
Annual report	Professional Technical Education Coordinating Committee Vice presidents for instruction and student services

RECOGNITION OF ADVISORY COMMITTEE MEMBERS

Most persons appreciate being thanked for their volunteer efforts. Advisory committee members certainly deserve recognition for their efforts. The advisory committee coordinator and/or department 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 president will send the formal college letter of appreciation to committee members upon termination of duties.

EXAMPLE

LETTER OF COMPLETION OF ASSIGNMENT

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

On the following pages you will find the annual report that is completed by each professional technical advisory committee. "Other College-Wide Advisory Committees" are not required to fill out the annual report but may do so for their own benefit. The report is very useful for advisory committees in updating curriculum needs and strategic planning.

LANE COMMUNITY COLLEGE

ADVISORY COMMITTEE ANNUAL REPORT 2002-2003

1. **Name of Advisory Committee:** _____
   Name of Program: _____
   Committee Chair (Community Member):_____
   Committee Coordinator (LCC Member):_____

2. **Name of Division:** _____
   Division Chair: _____

3. **Number of Regular Advisory Committee Meetings Held:** _____
   Date of 1st Meeting: _____ Number attending: _____
   Date of 2nd Meeting: _____ Number attending: _____
   Date of 3rd Meeting: _____ Number attending: _____
   Number of special advisory committee meetings held:
   Date: _____ Purpose: _____
   Date: _____ Purpose: _____

4. **Current Program Fact Sheet from 2002-2003**
   Staffing: Number of contracted faculty positions: _____
      (Data source: Position Report-Administrative Specialist)

   Staffing: Number of part-time faculty positions: _____
      (Data source: Your Department-**FALL Term 2002**)

   Funding: General Fund (Program) Budget $ _____
      (Data source: Pre-loaded data from attached
      report, this is the same data used in the Budget
      Review)
   Student fees: _____ $
   Grant funds: _____ _____ $ In Grants

   Has your program received Carl Perkins grants or any other grants in the last few years? If yes,
   describe the funds were used and how it benefited the program.

   Additional Comments/Explanations:_____
   _____
   _____

5. **Program Enrollment Trends**
   Data source: Student Outcomes Report 2002-03
   (Produced by Institutional Research, Assessment & Planning, for data see attached
   report).

	2000-01	2001-02	2002-03
Program headcount			

Number of minority students			
Percent of minority students			

Number of females/number of males					
Percent of females/percent of males					

Number of Graduates			
Placement rates for program graduates			
Number of students participating in Cooperative Education			

Core Students: Students with a program major AND completed six or more required core credits in the program.

Number of core students making satisfactory progress			
Percent of core students making satisfactory progress			

Additional Comments/Explanations:
_____
_____
_____

What is your program's student capacity and how is it determined?

Is your program currently at full student capacity? If so, how many students are on a waiting list?

Have you made program modifications to admit more students?

What adaptations have you made in your program to meet the needs of students with disabilities?

What adaptations have you made in your program to achieve gender balance?

6.   Labor Market Information
What are the future employment opportunities for students in your program?
(Suggested Data Source: Internet-www.olmis.org)

How does your committee determine your program's effectiveness in meeting business and industry needs?

7. Curriculum

List any curricular changes/improvements during last year and describe briefly. How was the advisory committee involved?

What curriculum barriers inhibit students from achieving their goals? (Example: Scheduling Requirements)

8. Program Planning & Design

What are the goals of your advisory committee for next year?

What progress did you make toward your goals from last year?

Describe how faculty and advisory committee members worked together to accomplish/identify the items listed above.

Do you and your advisory committee have additional comments regarding equipment, facilities, staffing, funding, etc?

9. Please list any other additional comments.

10. Signatures of the Committee Chair, Committee Coordinator and the Division Chair:

_____   Date: _____
Committee Chair/Representative (Community)
_____   Date: _____
Committee Coordinator (LCC Staff)
_____   Date: _____
Division Chair

Advisory Committee Interviews

Each year the Professional Technical Education Coordinating Committee (PTECC) reviews several of the advisory committees activities and involvements. An interview is done to see how a program is doing and to be more informed of the activities and involvement of the advisory committee with the program. This gives the PTECC 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. Each year a summary of each of the committees reviewed is given to the Board of Directors and President's office for their review.

Each month of the academic school year (September-June) the PTECC invites a different committee to their monthly meeting for a 45-minute conversation. The committee invites the advisory chair (should be a community member), the committee coordinator (Lane faculty), and any other members that would like to attend. The division chair is informed of the interview as well. Before the meeting, the PTECC reviews a copy of the most recent annual report submitted by the advisory committee and develops some questions to ask. 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 PTECC 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. Below are some basic questions that the committee may ask in its review.

Review Questions Asked:
➢ What are some outcomes your advisory committee would like to see accomplished through this program, how will these be accomplished, and how will these outcomes be assessed?
➢ How do you plan to assure gender balance in your program student population, and what will you do to assist students with special needs successfully reach program outcomes?
➢ What is the student and employer demand for the skills learned through your program, and what happens to those students who participate in your program?
➢ What is your strategy for keeping your program "state of the art," and what staff development do you and your staff need to meet future program skill needs?
➢ How would you rate the exit math, writing, speaking skills, and/or other competencies for technical programs of students who complete your program?
➢ What questions do you have for us? What can we do to help you improve your committee?
➢ Is there an articulation or secondary program?

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 professional 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.

ADVISORY COMMITTEE BYLAWS

ARTICLE I. THE PURPOSE OF LANE COMMUNITY COLLEGE ADVISORY COMMITTEES

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

<u>Section 2.</u> 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 annual report to the college.

ARTICLE II. MEMBERSHIP

<u>Section 1</u>. 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, chairs, full-time classified personnel, and current students may provide resource representation at committee meetings. The representative staff group

should not out number 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 committee chair and program administrator, 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 program administrator 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 committee chair or program administrator.

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 program administrator 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 advisory committee chair, program administrator, or executive committee of the advisory committee may call special meetings.

Section 3. The program administrator 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 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 staff support person is the department chair. In cases where there are multiple advisory committees in a department, the department chair may designate another person of authority. The 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 Professional 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 executive committee shall consist of the chair, vice chair, and 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 professional technical advisory committee handbook.

ARTICLE V. ROLES AND RESPONSIBILITES OF THE PTECC

Section 1.   The Professional Technical Education Coordinating Committee under the direction of the vice president for instruction and student services shall:

    a.   Convene the Professional Technical Education Coordinating Committee.

    b.   Develop a policy relating to professional 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 professional 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 professional 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

<div align="center">-Activity time line</div>

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 Professional Technical Education Coordinating Committee:

    a.   Provide oversight and guidance to the professional technical advisory committees to ensure their activities and ideas support and enhance Lane Community College goals. and enhance Lane Community College goals.

        1. Meet with each professional 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 professional 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 Professional Technical Education Coordinating Committee and reviewed annually with input from advisory committees.

GLOSSARY OF TERMS AND ACRONYMS

Professional Technical Education:
Professional technical education prepares students to make decisions about their future careers and successfully enter the workforce and continuing education.

INTERNAL

<u>Departments/Programs</u>

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
PTECC	Professional 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

<u>Groups</u>

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