

New Member Orientation

Fall Kickoff Training & Breakfast
(October 19, 2011)

New member orientation

- ▶ Orientation Style

- Active vs. Passive
- Byproduct of Active

- 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?