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# CAREER EDUCATION ADVISORY COMMITTEE HANDBOOK



**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

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**CITY COLLEGE  
MESA COLLEGE  
MIRAMAR COLLEGE  
CONTINUING EDUCATION**

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## **PREFACE**

One of the few constants in life is the inevitability of change. To keep abreast of the exciting and dynamic process of change in career education, the San Diego Community College District is committed to the effective and continuous utilization of a volunteer advisory committee for each of its career education majors. We rely on this network of approximately 800 experts from both the private and public sectors to provide employment opportunities for our students and to recommend improvements in our career education curricula. Only from such partnerships can our district's career education programs remain responsive to the needs of the San Diego community.

We value the work of our career education advisory committees, and we look forward to continuing a successful partnership with people who give their time and expertise so generously.

# **TABLE OF CONTENTS**

## **1.0 CHARTER**

1.1 SPECIFIC DUTIES OF THE COMMITTEE

## **2.0 ADVISORY COMMITTEE MEMBERSHIP**

2.1 COMPOSITION OF COMMITTEE MEMBERSHIP

2.2 QUALIFICATIONS OF ADVISORY COMMITTEE MEMBERS

2.3 ROLE AND RESPONSIBILITY OF MEMBERS FROM BUSINESS,  
INDUSTRY, OR GOVERNMENT

2.4 ROLE AND RESPONSIBILITY OF MANAGEMENT AND DISCIPLINE FACULTY

2.5 SELECTION PROCEDURE

## **3.0 AUTHORITY**

## **4.0 OPERATING PROCEDURES**

4.1 NUMBER OF MEETINGS

4.2 COMMITTEE QUORUM

4.3 ELECTION OF OFFICERS

4.4 PREPARATION OF AGENDA

4.5 ESTABLISHMENT OF SUBCOMMITTEES

4.6 CONDUCT OF MEETINGS

4.7 USE OF REGIONAL COMMITTEES

## **5.0 RECOGNITION OF COMMITTEE MEMBERS**

5.1 SIGNIFICANT ACHIEVEMENT

5.2 LETTER OF APPRECIATION

5.3 RESIGNATION FROM THE COMMITTEE

## **IMPLEMENTATION OF ADVISORY COMMITTEE SUGGESTIONS**

**APPENDIX I**                      **FORMAT FOR THE MINUTES OF ADVISORY  
COMMITTEE MEETINGS**

## **1.0 THE CHARTER**

To meet the needs of both the public and private sectors, it is imperative that a direct pathway of communication be established between those on the front line of business, industry, and government and those in the business of education. This essential linkage assures our community that the career education curriculum students receive through the community colleges is relevant, realistic, and up-to-date.

This continuous exchange between professional educators and those in the private and public industry sectors is nothing new. California has long recognized the need for this connection. California Education Code §8070 (Article 3) and the Curriculum Standards Handbook for the California Community Colleges require the use of career education advisory committees for this purpose. Historically, the San Diego Community College District has utilized advisory committees to ensure quality and relevance in our career education programs. Over the years, these groups have helped us shape, implement, and reshape our programs to meet the ever changing job market and economy that we live in.

### **1.1 SPECIFIC DUTIES OF THE COMMITTEE**

Each of the career education advisory committees has been established to:

- A. Assist in identifying and assessing the local occupational and labor market needs and the improvement and development of career education programs.
- B. Assist in the review of program quality and effectiveness.
- C. Assist in the revision of existing programs to meet relevant business and industry requirements and technologies.
- D. Make recommendations on curriculum, facilities, equipment, and materials required for effective instruction.
- E. Identify occupational competencies, industry standards, and employee characteristics and aptitudes necessary for entry -level employment and/or upward mobility.
- F. Assist in identifying employment and internship opportunities for students who are completing career education training.
- G. Refer qualified and experienced individuals from local business, industry, or government sectors for instructor positions.
- H. Publicize career education programs in the local business community.

## **2.0 ADVISORY COMMITTEE MEMBERSHIP**

### **2.1 COMPOSITION OF COMMITTEE MEMBERSHIP**

- A. The voting members of the committee shall consist of individuals from business, industry, or government who are currently employed in the occupational field or service.
- B. All full-time and part-time instructors, counselors, administrators, staff or current students shall serve as non-voting consultants to the committee.
- C. Each advisory committee should reflect the composition of the community's business, industry, or government sectors in the following categories:
  - Size of company; i.e., large, medium, and small companies.
  - Various employment levels; i.e., executive management, middle management, supervisory, technicians, and labor representatives.
  - Ethnic and gender diversity.

### **2.2 QUALIFICATIONS OF ADVISORY COMMITTEE MEMBERS**

- A. Members must be currently working in the field they represent.
- B. Members must have an interest in improving the quality of the program.

### **2.3 ROLE AND RESPONSIBILITY OF MEMBERS FROM BUSINESS, INDUSTRY, OR GOVERNMENT**

- A. Attend meetings, participate in committee discussions, and serve on subcommittees as appropriate.
- B. Carefully study any problem which comes before the committee prior to committing himself/herself to a final decision.
- C. Be available for consultation.

### **2.4 ROLE AND RESPONSIBILITY OF MANAGEMENT AND DISCIPLINE FACULTY**

It is the District's expectation that management and faculty in the discipline(s) covered by the Career Education Advisory Committee will:

- A. Submit items for advisory committee meeting agendas.
- B. Attend advisory committee meetings, participate in discussions, complete committee assignments, and serve on subcommittees as appropriate.
- C. Review curriculum changes recommended by the advisory committee.
- D. Assist in the development/revision of curriculum.

## 2.5 SELECTION PROCEDURE

Recommendations for members may be made by members of the Board of Trustees, managers, department chairs, faculty, or other advisory committee members. Formal appointment to advisory committee membership is the responsibility of each career education program's manager.

## 3.0 AUTHORITY

The Board of Trustees carries the legal responsibility and liability for all career education programs operating in the District. It is within this framework that the advisory committees are responsible to the Chancellor and the Board of Trustees of the San Diego Community College District, through the manager assigned to the particular program.

- **Board of Trustees** The District is a public education institution, governed by a locally elected, five-member Board of Trustees. Each Trustee is responsible for a constituency in a particular region of metropolitan San Diego.
- **Member, Board of Trustees, District A**, representing La Jolla, Pacific Beach, University City, Clairemont, Mission Beach, Bay Park.
- **Member, Board of Trustees, District B**, representing Mira Mesa, Scripps Ranch, Kearny Mesa, Allied Gardens, Linda Vista, San Carlos.
- **Member, Board of Trustees, District C**, representing Point Loma, Loma Portal, Ocean Beach, Mission Hills, Mission Valley, Hillcrest, Normal Heights, University Heights, Grantville, Serra Mesa, Mission Village.
- **Member, Board of Trustees, District D**, representing Paradise Hills, Talmadge, Encanto, Chollas Creek, Oak Park, Kensington, Rolando Park, Del Cerro.
- **Member, Board of Trustees, District E**, representing Logan Heights, Golden Hill, North Park, City Heights, Downtown San Diego.
- **Chancellor**. The Chancellor provides overall administration of the District and reports to the Board of Trustees.

- **President.** The President is assigned the responsibility for operating all phases of the instructional program at a particular site. The ultimate decision as to how a career education program operates rests with the President of that particular site.

## **4.0 OPERATING PROCEDURES**

### **4.1 NUMBER OF MEETINGS**

- A. Each advisory committee shall meet a minimum of once a year, unless required to meet more often as specified by accrediting agencies or by statute.
- B. Additional meetings may be called by a majority vote of the committee members.
- C. Emergency meetings may be called as needed.

### **4.2 COMMITTEE QUORUM**

A quorum will be required in order to transact committee business, and shall consist of a minimum of four voting members present. In the event that there are fewer than four members present, the vote of absent members may be obtained in writing by one of the following means: U.S. mail, fax, or e-mail.

### **4.3 ELECTION OF OFFICERS**

- A. Each advisory committee should select a Chairperson to conduct the business of the committee.
- B. The Chairperson may be reelected annually.

### **4.4 PREPARATION OF AGENDA**

- A. The manager assigned to the particular program is responsible for preparing the meeting agenda in consultation with the Advisory Committee Chairperson.
- B. The agenda is to include items suggested by committee members and/or consultants, and is to be mailed approximately two weeks in advance of the meeting.
- C. Minutes of the previous meeting may be distributed with the notice/agenda.
- D. Agenda items may include, but not be limited to, the following:
  - Changing occupational competencies
  - Retraining/upgrading competencies

- Trends in the specific occupational and labor market areas
- New direction for the curriculum/program
- Legislation affecting workforce preparation and development
- Equipment needs
- Feedback on number of program completers and those who have been employed
- Follow-up or status reports covering suggestions, recommendations, and/or assignments made at the previous meeting(s)

#### **4.5 ESTABLISHMENT OF SUBCOMMITTEES**

- A. Ad hoc subcommittees may be established as needed and disbanded upon completion of the subcommittee's responsibilities.
- B. Subcommittees shall report to the advisory committee.

#### **4.6 CONDUCT OF MEETINGS**

- A. Each meeting of the advisory committee will follow the announced agenda.
- B. A sign-in sheet will be completed at each meeting to keep a record of attendance. Those attending via conference call shall be noted.
- C. Each action of the advisory committee shall be placed in the form of a motion, seconded, and voted upon.
- C. Written minutes shall be recorded at each meeting. These minutes will be maintained in the office of the administrator assigned to the program.
- D. Written minutes should follow the suggested format as listed in Appendix I.
- E. Suggestions, recommendations, and motions offered by the committee will be forwarded for implementation, as soon as possible.

#### **4.7 USE OF REGIONAL ADVISORY COMMITTEES**

When appropriate, advisory committees may be established on a



regional basis and include members of business, industry, or government from throughout the region as well as faculty and management representatives from the K-12 system, four-year colleges/universities, other community colleges, Regional Occupational Program (ROP), adult schools, and others. The regional advisory committee meetings may follow an individual format of operation procedures, as deemed necessary.

## **5.0 RECOGNITION OF COMMITTEE MEMBERS**

### **5.1 SIGNIFICANT ACHIEVEMENT**

Significant achievements accomplished by advisory committees may be published in appropriate District publications. News releases on highly significant actions may be sent to local newspapers and appropriate organization publications.

### **5.2 LETTER OF APPRECIATION**

When appropriate, the manager assigned to the particular program may send a letter of appreciation to the company or organization represented by an advisory committee member.

### **5.3 RESIGNATION FROM THE COMMITTEE**

Upon the resignation of an advisory committee member, the appropriate manager assigned to the specific program may send a "Certificate of Appreciation" for the member's service.

**APPENDIX I**

**FORMAT FOR MINUTES  
OF ADVISORY COMMITTEE MEETINGS**

## FORMAT FOR MINUTES OF ADVISORY COMMITTEE MEETINGS

1. **Heading.** Center the following:

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
\_\_\_\_\_ Advisory Committee

(Date of Meeting)

2. **PRESENT.**

MEMBERS PRESENT

MEMBERS ABSENT

CONSULTANTS PRESENT

CONSULTANTS ABSENT

3. **CALL TO ORDER.** Use a brief opening sentence similar to the following:

The meeting was called to order by the Chairperson, \_\_\_\_\_,  
(at time, room, place), and introductions were made.

4. **APPROVAL OF MINUTES.** It was M/S/C that the minutes of \_\_\_date\_\_\_ be approved as written. If corrections are made to the minutes by advisory committee members or consultants, these should be noted and included under this heading.

5. **AGENDA ITEMS.**

- a. Use marginal captions to identify subject discussed. The captions should be capitalized, underlined, and placed flush with the left margin.
- b. Identify main points of discussion, major ideas, or major suggestions.
- c. Record actions, decisions, recommendations, or assignments by listing them in a separate paragraph with the heading Action/Decision/Assignment. Identify assignment of responsibility and deadline, if given.

6. **GENERAL CRITERIA FOR BODY OF MINUTES**

- a. Check for exactness of meaning.
- b. Eliminate unnecessary wordiness.
- c. Use concise sentences.
- d. Use third person wording whenever possible.
- e. Minimize the use of personal names as much as possible.
- f. Single space paragraphs. Double-space between paragraphs.
- g. Duplicate minutes on one side of the paper.

- h. Place identifications at upper left of each following page showing name of committee, date of meeting, and page number.
- i. Omit any closing, such as "Respectfully submitted." Only the name of the individual submitting the minutes is needed.
- j. Keep length to one to three pages, if possible.

7. **ADJOURNMENT.**

Chairperson \_\_\_\_\_ adjourned the meeting at (list time).

Copies of the minutes should be sent to the Workforce and Economic Development Office at the District Office.