

LCC Advisory Committees

Who are we?

And what is it that we do?

What is an Advisory Committee?

- ▶ An advisory committee is a formally organized committee of citizens selected from the community to provide expert advice and assistance to Lane Community College's professional- technical programs.
- ▶ The advisory committee serves as an ongoing partnership between Lane and the professional-technical community. It is designed to ensure that the knowledge and skills students receive are current with those needed in the workforce.
- ▶ Advisory committees are an important resource in helping Lane make wise decisions, resulting in the best education programs for the residents of Lane County.

What do Committee Members Do?

- ▶ Needs assessment
- ▶ Academic program review/curriculum planning
- ▶ Facilities upgrading recommendations
- ▶ Public relations
- ▶ Recruitment
- ▶ Cooperative Education/Internship
- ▶ Leadership

How are Members Selected?

- ▶ Advisory committee members are appointed and approved for three-year terms by Lane Community College's Board of Education. Committee members serve in a voluntary, consultative capacity to the College.
- ▶ Members are recommended by the College Board, staff, advisory committee members, professional groups and business representatives. Recommendations are based on the potential members' expertise and experience, their enthusiasm toward the career area and their willingness to serve.
- ▶ Members are also selected with an attempt to balance representation with respect to racial, cultural, ethnic and gender diversity and with consideration of the spectrum of occupations within a particular program.

What is Expected of Advisory Committee Members?

- ▶ Advisory committee members are expected to attend quarterly meetings, suggest agenda items, serve on subcommittees as requested, follow through on assignments and become thoroughly familiar with the educational program.

What is Expected of Advisory Committee Members?

- ▶ In addition, in order for advisory committees to operate successfully, the following characteristics are expected of its members:
 - **Participation**
 - Offer advice, opinions, ideas and recommendations about the educational program in a manner that attempts to reach consensus on issues.
 - **Preparation**
 - Provide pro-active responses to issues and projects based on thorough preparation prior to meetings.
 - **Professionalism**
 - Share professional expertise, balance the goals of the educational program and the profession, and maintain confidentiality where appropriate.
 - **Commitment**
 - Make the committee a time priority, share information openly, and develop recommendations that benefit students, the program, and the college.
 - **Entrepreneurship**
 - Develop partnerships, obtain resources and recommend new and innovative ways to increase public awareness of college training programs.

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.

Major Objectives of Advisory Committees

PROGRAM REVIEW

▶ Needs Analysis

- The first stage of developing or reviewing a program is to determine labor market demand and student interest in the program. The next stage is to determine necessary content 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.

What are the Benefits of Serving?

To be effective, advisory committees must be mutually beneficial for the college and its members. Advisory committee members can expect:

- **Professional Satisfaction**
 - Members act as role models for their profession and mentor new colleagues while building their own network of professional relationships.
- **Citizen Satisfaction**
 - Members directly impact the way federal, state and local funds are spent while building a skilled work force.
- **Personal Satisfaction**
 - Members have the opportunity to grow personally in their knowledge of meeting management, group process and systems thinking, leading them to their own "next" career step.