

OCCUPATIONAL PROGRAM ADVISORY COMMITTEES HANDBOOK

For Advisory Committee Members

FROM THE OFFICE OF THE PRESIDENT

No community resource is more valuable to the effectiveness of Kalamazoo Valley Community College's occupational programs than the information and recommendations shared by members of our advisory committees.

Our college's faculty and staff do work hard at obtaining suggestions from students. They keep informed about current trends by participating in professional-development activities and conferring with colleagues. However, to provide the best educational opportunities possible, it is essential to also have the insights of people whose day-to-day workplace experiences can provide critical links with the specific business needs of our community, as well as with broad-range industry directions and demands.

The Kalamazoo Valley Board of Trustees and I are continually delighted, and very appreciative, that so many individuals in our community graciously give of their time and talents by serving on the College's advisory committees.

A handwritten signature in black ink, appearing to read "Marilyn Schlack". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Marilyn Schlack
President, Kalamazoo Valley Community College

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WHAT IS AN ADVISORY COMMITTEE?

DEFINITION

An Advisory Committee is composed of business and industry representatives, chosen for their potential to hire the students from the curriculum in question, and for their ability to advise the college on the content of the curriculum and future directions for the workforce.

PURPOSE

Successful occupational education programs result from cooperative efforts among business, industry, labor and education. Advisory Committee members provide essential information and technical expertise for planning meaningful occupational courses.

The purpose of the Advisory Committee shall be to provide community-based information to the administration, faculty and staff of Kalamazoo Valley Community College, regarding current job needs and the relevance of programs and/or courses being offered. In doing this, the committee provides advice on new technology, emerging skill needs, and the planning, development and review of the occupational education program.

In addition, the members of the Advisory Committee may engage in activities which promote the curriculum, such as serving as mentors, or hosting career fairs. The members may also assist the college in developing applications for federal vocational education funds.

FUNCTION

Advisory Committees meet on a regular basis, in cooperation with faculty and staff, in order to provide advice on curriculum, to provide community-based opportunities for students, and to offer future-oriented direction for education and training.

WHY BECOME AN ADVISORY COMMITTEE MEMBER?

WHAT IT'S ALL ABOUT

Occupational Advisory Committees are mandated in both federal and state law. Individuals are invited to be a member of an Advisory Committee to lend their expertise, their knowledge, and their experience to public education. They are invited because of their success in their own chosen occupation. They are valuable assets to Kalamazoo Valley Community College helping the faculty to stay on the "right track" regarding the proper preparation of students for their career choice.

The students, who are the ultimate beneficiaries of the Advisory Committees' contributions, will eventually work in the occupation represented by the committee members. They must be able to compete in the job market, find and hold employment, progress on the job, and be productive members of society. In addition, some of them will want to transfer to a four-year college or university at some point in their careers. The college needs the advice and assistance of the Advisory Committee to ensure that a quality education is provided for students.

What the Advisory Committee can do – and the effectiveness with which it operates – depends in large part on the way its members work to make it happen. The recommendations and advice given, and the efforts expended in helping students, all will assist the college in accomplishing its mission of quality education.

ADVISORY COMMITTEE MEMBER BENEFITS

The benefits a person will derive from being a program advisory committee member will depend upon his or her active participation. Some of the benefits are:

- Personal satisfaction of knowing you have contributed both to the educational program and the growth of the economic community.
- Satisfaction of knowing you have helped students by strengthening the program and preparing students to serve the workforce needs of the community.
- Assist in providing advice for the use of educational resources.

WHAT WILL ADVISORY COMMITTEE MEMBERS BE ASKED TO DO?

Advisory Committee members may be asked to help accomplish these types of objectives:

- Identify specific job skills currently required for entry into the occupation.
- Review course content, program standards, and learning objectives to meet the changing needs of the industry.
- Indicate continuing-education needs for current jobs.
- Assist in projecting current and future, local and regional, employment opportunities.
- Provide suggestions for new programs on emerging jobs.
- Provide suggestions to assist faculty in updating equipment, software and other instructional resources.
- Assist the college in developing its application for federal vocational education funds.
- Nurture a positive public image for vocational training programs.
- Assist with co-op and internship sites, and facilitate on-site learning experiences for students.

HOW IS THE ADVISORY COMMITTEE FORMED?

RECRUITMENT OF MEMBERS

Advisory Committee members are generally recruited from the greater Kalamazoo area labor market. Qualifications for a committee member may include:

- Expertise in the field.
- Knowledge of the occupations that would normally be clustered.
- Familiarity with professional licensing agencies (if licensing is involved).
- Knowledge of the community and its needs.
- Interest and willingness to get actively involved.
- Civic-mindedness and a desire to be involved with student issues and advising.
- Enthusiasm and a desire to make a difference.
- Ability to communicate and to be dependable.
- Interest in youth and adult education and training.
- Ability to represent the ethnic make-up of the community.
- Ability to hire students.

Potential Advisory Committee members may be referred by current members, by faculty of the department, or by other community contacts. The potential member should be advised of the purpose, function, and role of the Advisory Committee, and of the obligations and responsibilities of each member.

SELECTION OF MEMBERS/TERMS

On recommendation of the Instructional Vice President, the President appoints all Advisory Committee members. The term of service is 3 years, and members may be reappointed for additional terms.

COMPOSITION OF THE COMMITTEE

Each occupational area will have an Advisory Committee, with representation from the community. The number of members will vary with the nature of the program being served. Normal size will be 10-15 members, serving staggered terms.

COMPOSITION OF THE COMMITTEE

- One full-time college representative from administration.
- One full-time college representative from faculty.
- One part-time faculty representative currently working in the field (where feasible).
- One current student or recent graduate representative (where feasible).
- One representative from Education for Employment (EFE) for disciplines or programs serving EFE students.
- Five representatives of the occupation currently employed in business, industry, or labor. Some of these representatives should be in the position of hiring graduates of the program.
- The Department Chair/Director.

HOW ARE ADVISORY COMMITTEES RUN?

SETTING THE AGENDA

The agenda for each meeting is largely determined by the needs of the occupational area. Depending on the curriculum revision cycle or the potential of an emerging curriculum, there will be different needs for data from the Advisory Committee. In addition, the committee may decide to engage in activities which determine at least part of the agenda. An example of such an activity might be a career fair, for which the committee solicits participants, and arranges the schedule. Meetings preceding the career fair might be given over to these arrangements when possible.

The department chair/program coordinator should consult with the committee chair to compile the agenda, which ideally is provided to committee members in advance.

The agenda should be approved by administration, the department chair or program director and the advisory committee chairperson.

CONDUCTING THE MEETING

Advisory Committees will meet at least one time per year.

Meetings of the Advisory Committee should be conducted by the elected Chair, when possible. In the absence of an elected Chair, the Department Chair/Director, or their designee will conduct the meeting. It is the responsibility of the Department Chair or Director to insure that minutes are taken at the meeting.

When possible, the chairperson of the Advisory Committee is elected from the membership, by the membership, typically at the spring meeting to be in effect for the following academic year. When an outside member is unable to be the chairperson of the Advisory Committee, the committee chairperson will be the Department Chair/Director.

The Advisory Committee is responsible for developing written goals to be accomplished each year. In addition, the Advisory Committee should provide direction and recommendations to the college in the development of the "College Plan and Annual Application for Occupational and Applied Technology Education" (Perkins guidelines).

Employer surveys, graduate surveys, and Program Review in Occupational Education action plans should be reviewed annually by the Advisory Committee. Any program deficiencies should be addressed at that time.

An Advisory Committee should strive for free-flowing discussion, and attempt to reach a consensus, where decisions or recommendations need to be determined. If a consensus cannot be reached, only official committee members shall be allowed to cast a vote. In a particularly lively group, Roberts Rules of Order might be used.

The department chair/program coordinator should be ready to facilitate the discussion when necessary, keeping in mind that the purpose is to obtain information from the community.

KEEPING AND DISTRIBUTING MINUTES

For audit purposes, a current list of Advisory Committee members and the groups represented are kept online. Meeting minutes are kept in the Michigan Occupational Deans Administrative Council dean's office, the appropriate Instructional Vice President's office, and in the college archives.

It is the responsibility of the Department Chair or Director to insure that minutes are taken at the meeting. It is not necessary to record all discussions, but suggestions, recommendations and decisions of the committee should be recorded.

Minutes should be distributed promptly, by the responsible college staff to:

- The members of the Advisory Committee.
- The faculty of the program, including the program coordinator and department chair.
- The MODAC dean and assigned dean.
- The Instructional Vice President.
- College archives.

RESPONSIBILITY OF THE COLLEGE REPRESENTATIVE

The role of the college representative on the committee is to seek advice and to provide the following services:

- Prepare agenda in consultation with the committee chairperson.
- Outline the task to be accomplished by the committee.
- Present items or problems needing action for discussion and recommendations.
- Reproduce and distribute the minutes.
- Notify membership and appropriate staff of the time and location of the meetings.
- Arrange meeting facilities.
- Prepare progress reports.
- Verify contact information for committee members.
- Initiate new appointment letters, term renewal letters and term-end thank you letters.

KALAMAZOO VALLEY BACKGROUND

MISSION

We are committed to enriching the lives of our students and communities through quality educational programs and services.

To accomplish these ends, we will:

- Support student goal achievement through access to learning experiences and assessment.
- Support a balance between a comprehensive curricular base and innovations in education, personal development and technology by strategically utilizing resources.
- Provide curriculum and supportive services relevant to the needs of individuals, enterprise and government.
- Maintain a learning environment built upon the inclusivity of ideas of all cultures and ethnic backgrounds.
- Support economic vitality and stability through development of a skilled local workforce.
- Integrate the components of campus-based instruction, The Groves and the Kalamazoo Valley Museum to support student and community needs.

VISION

Over the next decade, Kalamazoo Valley Community College will be a leader in providing highly regarded relevant and affordable services.

VALUES

The following Institutional values shall guide all policies and practices of the Kalamazoo Valley Community College district:

Caring & Respect

Foster a safe, dynamic learning environment.
Demonstrate positive regard for self and others.
Give and receive praise graciously.
Honor civility, service, collegiality, and social justice.

Integrity

Do the right things for the right reasons.
Ensure interactions are driven by our vision, mission and values.
Be responsible, accountable and ethical.

Excellence and Quality

Embrace change as an opportunity.
Pursue excellence and innovation.
Value learning and develop an environment of intellectual inquiry.
Share new ideas and expand the boundaries of knowledge.

Humor and Well-Being

(Too much fun is just enough at Kalamazoo Valley).
Nurture creativity, humor, and enjoyment of work and learning.
Promote a healthy environment for mind, body and spirit.

Teamwork and Stewardship

Work together to achieve our vision, mission and goals.
Commit to finding solutions.
Manage and protect our resources -- human, fiscal and environmental.
Develop and foster community relationships based on mutual trust.

HISTORY & CAMPUS LOCATIONS

Kalamazoo Valley Community College was established in 1966 by the overwhelming approval of voters in nine local school districts. It is a comprehensive, fully accredited, public, two-year college with enrollment of about 10,000 students. Kalamazoo Valley offers certificate programs in more than 20 areas of study and associate degrees in 25 others. In addition to associate degree and certificate programs in business, health care, human and public service, technical occupations, and industry, the college also provides a quality experience for students preparing to transfer to four-year institutions following graduation.

Currently, Kalamazoo Valley has four campuses:

Texas Township

Arcadia Commons

The Groves

Bronson Healthy Living Campus

Designed by Alden B. Dow, a student of Frank Lloyd Wright, the Texas Township Campus is located near the I-94 and U.S. 131 interchange on 185 acres of rolling woodland west of Kalamazoo. Expanded several times over the last 45 years, the 430,000-square-foot complex features modern classrooms, comprehensive library and computer capabilities, two gymnasiums, a swimming pool, ball fields, tennis courts, a running track, two auditoriums, food services, free parking in expansive lots, and fully equipped labs for science, industrial and manufacturing technologies.

Located in downtown Kalamazoo, the Arcadia Commons Campus includes Anna Whitten Hall (built in 1994), the Kalamazoo Valley Museum, and the Center for New Media. The campus serves as a hub for a community, business and education partnership that renovated and revitalized a significant portion of the historic downtown area.

The Kalamazoo Valley Museum, which spotlights the history, culture, science and technology of Southwest Michigan, was opened in February 1996 and recently celebrated its 2 millionth visitor. Its construction was financed entirely by \$20 million in private contributions. Governed by the colleges, the museum houses an interactive planetarium, the Mary Jane Stryker Theater for films and performances, and the best available nationally traveling exhibits. The museum's renovated history gallery, "Kalamazoo Direct to You," was dedicated in December 2011. The museum provides a unique learning environment for students of Kalamazoo Valley Community College, as well as the general public.

The Center for New Media is located in the historic W. S. Dewing Building in the heart of the city. It offers career-based, industry-standard instruction for all aspects of digital media. Three floors of state-of-the-art Mac and PC classrooms, two drawing studios, a photography studio and five art galleries comprise this innovative and exciting building.

Creating an educated workforce skilled to meet the demands of a changing economy is the focus at The Groves Center on Kalamazoo Valley Community College's The Groves Campus. Originally opened in 2001 as one of 18 M-TEC facilities across the state, The Groves Center was financed by a \$5 million grant from the Michigan Economic Development Corporation, plus \$6 million in matching funds provided by area companies and foundations.

The Groves offers fast-track training programs that are designed with input from local employers. Available career academies include the Wind Turbine Technician Academy, which was initially launched in 2009 and has quickly earned a reputation as the premier training source for wind industry professionals. Other career academies offered at The Groves include Corrections Officer Academy, Hospitality Academy, Mechatronic Systems Technician Academy, and the CNC Operator Academy.

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The Groves also offers customized workforce development training for area employers. Staff there works closely with business to ensure that services align with the employment needs of the region. Business and community leaders turn to the Groves Center for state-of-the-art education and training.

In cooperation with Bronson Healthcare and Kalamazoo Community Mental Health and Substance Abuse Services, Kalamazoo Valley developed a campus focused on wellness and food sustainability in 2014.

The Bronson Healthy Living Campus(BHLC) is located on 13.3 acres of land in downtown Kalamazoo donated by Bronson Healthcare, where Kalamazoo Valley has expanded its curriculum to include brewing and training in culinary arts, sustainable food production and safety; all part of this campus also provides the college's efforts to increase community understanding of and access to healthy food and nutrition education and training in Emergency Medical Technology, Nursing, and Respiratory Care.

Many special services and programs are available on all of the college's campuses -- a thriving Honors Program; comprehensive learning, tutoring and testing centers that offer one-on-one assistance; and the International Studies Program that includes more than 130 courses emphasizing the global aspects of everything from accounting to wellness.

For a look at our four campus locations, visit www.kvcc.edu/about/virtualtour

Texas Township Campus
6767 West O Avenue
PO Box 4070
Kalamazoo, MI 49003-4070
269.488.4400

Arcadia Commons Campus
202 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7800

Bronson Healthy Living Campus
PO Box 4070
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The Groves Campus
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