Program Advisory Board

Handbook

Contents

TMCC Vision

TMCC is a leader in innovative education, meeting student and community needs.

TMCC Mission

Create a future you will love with accessible, innovative educational opportunities at TMCC. Together we can make it happen.

TMCC Values

The values upon which Truckee Meadows Community College bases its mission and vision statements are the principles, standards, and qualities the College considers worthwhile and desirable.

Truckee Meadows Community College is committed to

- *Student access and success*
- *Excellence in teaching and learning*
- *Evidence of student progress through assessment of student outcomes*
- *Nurturing a climate of innovative and creative thought*
- *Collaborative decision-making*
- *Community development through partnerships and services*

- *Ethical practices and integrity*
- *Respect, compassion, and equality for all persons*
- *Embracing diversity and inclusion*
- *Responsible and sustainable use of resources*
- *Fostering attitudes that exemplify responsible participation in a democratic society*
- *A healthy environment and a healthy college community*

TMCC Goals

- *Access*
- *Student Success*
- *Close the Performance Gap*

- *Workforce*
- *Research*
- *Stewardship of Resources*

TMCC's Programs with Advisory Boards

Sector	Program	Specializations
Air Conditioning Technology	Air Conditioning Technology	Air Conditioning Technology
		HVAC/R
Architecture and Construction	Architecture and Construction	Architecture and Residential Design
		Construction Management
		Landscape Architecture
Business	Business	Administrative Professional
		Accounting
		Bookkeeping
		Business
		Real Estate
		Small Business and Entrepreneurship
Culinary and Hospitality	Culinary	Baking and Pastry
		Culinary Arts
	Hospitality and Tourism Management	Hospitality and Tourism Management
Computer Science and Technology	Computer Information Technology	Computer Programming
		Cybersecurity
		Networking
		Web Development
	Data Science	Data Science
Education and Child Development	Early Childhood Education	Early Childhood Education
		Early Childhood Educator
Physical Sciences and Engineering	Engineering	Engineering
	Geographic Information Systems	Geographic Information Systems
Graphic Arts and Media Technology	Graphic Communications	Graphic Design
		Motion Graphics
Health and Nutrition Services	Certified Nursing Assistant	Certified Nursing Assistant
	Clinical Lab Specialist	Phlebotomy
	Dental Assisting	Dental Assisting
	Dental Hygiene	Dental Hygiene
	Nursing	Nursing
	Nutrition and Dietetics	Certified Dietary Manager
		Dietetic Technician
	Radiologic Technology	Advanced Medical Imaging
		Radiologic Technology
	Surgical Technology	Sterile Processing Technician

Sector	Program	Specializations
Human Services and Public Safety	Criminal Justice	Criminal Justice
		Emergency Dispatch
		Law Enforcement
	Emergency Management	Emergency Management and Homeland Security
	Emergency Medical Services and Fire Science	Emergency Medical Technician
		Paramedic
		Fire Science Technology
	Law	Paralegal/Law
Manufacturing and Production	Logistics	Logistics Management
		Logistics Operations Management
	Manufacturing Technologies	Advanced Manufacturing
		Machining
		Welding
Theatre	Performing Arts	Theatre Tech
Transportation	Transportation Technologies	Automotive Technician
		Diesel Technician
Veterinary Sciences	Agriculture	Wildlife Technician
	Veterinary Nursing	Veterinary Assistant
		Veterinary Nursing

Why Have a Program Advisory Board?

Our career programs, employers, and students exist in a rapidly changing environment. The pace of change requires that we review our curriculum and practices often to ensure they are relevant and meet employers' expectations. One of the ways to gauge how those expectations are met is through respectful dialog and commitment of professionals in the field; therefore, we actively seek their input to better align our curriculum with the skills needed in the workplace. Advisory boards play important roles in the success of programs because of the board's expertise and the dedication each member must have to promote the profession. Advisory boards can support TMCC's programs by providing advocacy, input on curriculum and program changes, assessment or evaluation of programs, and resource development. Although advisory boards do not set academic policies, their recommendations play an instrumental role in program development and sustainability.

Which Programs Should Have an Advisory Board?

✳ *Programs that serve the employers in our region*

✳ *Programs that receive Perkins funding*

✳ *Programs that are programmatically accredited [e.g. Nursing, accredited by the Accreditation Commission for Education in Nursing (ACEN)]*

Program Advisory Board Guidelines

Advisory Board Membership and Structure

1. Each advisory board should generally have 5-15 members, though larger committees may be needed. Programs with programmatic accreditation should follow the standards set by their accrediting agency.

2. Advisory boards should have a chairperson. The criteria for electing or appointing a chairperson and the length of term served should be developed by the board.

3. Advisory boards should consist of representatives from businesses and industries related to the respective training and employment that students obtain in the program. Programs that transfer should also include a member from the transfer-receiving institution. Students may serve on the advisory board at the discretion of program faculty and administrators.

4. Advisory boards should be diverse and balanced in ethnicity and gender to the extent possible reflecting the composition of the workforce in the related industry.

5. Program faculty and administrators serve ex officio and as resources in partnership with community members of the advisory board.

6. The academic dean of the program should be notified of the advisory board's membership.

Recruitment of Members

A program should use multiple approaches to recruit members for an advisory board. They may include employers and employees in the field, workforce development entities, professional organizations, civic organizations, labor unions, and other individuals who work in the field related to the program. Each program should maintain a list of potential members to contact when there is a vacancy. It is a good practice to work with TMCC's Foundation to tap into employers who contribute to the Foundation or Foundation Board members whose employees may be able to serve. TMCC alumni should be encouraged to participate.

Advisory Board Coordinators

1. Each Dean or Director who leads a program will designate an individual associated with the program to be the institutional contact person for the advisory board; this person should be designated as the advisory board coordinator.

2. In programs with more than one faculty, the faculty members may elect to rotate the coordinator role. Such service may be noted on the faculty member's annual plan for the service year.

Advisory Board Meetings

1. Advisory boards should meet at least twice per academic year (July 1 - June 30) or more often as needed or directed by programmatic accreditation. Meeting dates should be established in advance.

2. Meetings should have an agenda that is distributed to all members beforehand.

3. Minutes or notes should be taken at the meetings and filed with the academic dean's office within one month of the meeting's conclusion.

Roles of Program Advisory Boards

The role of a program advisory board depends on the nature of the program. The roles listed below may be a part of the advisory board's responsibilities.

Curriculum and Instruction

* Identify and expand the use of new technologies;
* Compare content with occupational competencies and tasks;
* Analyze course content and sequence;
* Provide feedback for establishing and validating assessment of the program;
* Advise on labor market needs and trends;
* Review curriculum to ensure that it meets business needs and industry standards;
* Assist with incorporating employability skills in the curriculum;
* Review technology standards in the curriculum;
* Identify needed workshops for incumbent worker training;
* Endorse the development of new programs and the expansion of existing programs;
* Identify and recommend industry-standard and/or nationally recognized certifications.

Program Review

* Participate in the Program/Unit Review process;
* Participate in program evaluation and recommend evaluation criteria;
* Assess student performance standards to ensure they are in line with business and industry standards;
* Assess, recommend, and/or provide equipment and facilities;
* Conduct community and occupational surveys;
* Identify new and emerging occupations;
* Recommend new programs or elimination of obsolete programs;
* Assist in short- and long-term planning for program improvement.

Job Placement

* Notify instructors of job openings for students as applicable;
* Provide or obtain cooperative work experiences, internships/externships for students or faculty;
* Assist in identifying work-based learning experiences.

Student Organizations

* Assist in developing and judging competitive skill events;
* Evaluate student portfolios;
* Provide sponsorship opportunities or funding for students to attend competitions.

Staff Development

* Invite instructors to participate in industry professional development activities;
* Provide instructors with retraining/back-to-industry and summer opportunities for technical upgrading;
* Support staff attendance at conferences;

*   *Conduct workplace tours;*
*   *Provide opportunities for externships.*

Recruitment

*   *Assist in recruiting full- or part-time faculty;*
*   *Assist in recruiting new students—secondary, postsecondary, and adult;*
*   *Assist in recruiting new advisory board members.*

Community/Public Relations

*   *Promote the program to employers, communities, and the media, including social media platforms;*
*   *Assist in recognizing outstanding students, instructors, and community leaders;*
*   *Assist in developing a marketing and recruitment plan.*

Resources

*   *Establish scholarship funds to support program students;*
*   *Provide tours/field trips, job shadowing experiences, and speakers;*
*   *Leverage community resources and broker community partnerships;*
*   *Provide input on budget, facilities, and equipment needs.*

Responsibilities of the Program Advisory Board Chairperson

The role of the chairperson is to provide direction and serve as a spokesperson for the program advisory board.

The duties and responsibilities of the chairperson may include:

*   *Coordinate with the advisory board coordinator, to establish meeting dates and develop an agenda for each meeting;*
*   *Preside at board meetings, leading discussions, bringing closure on key points of discussion, and giving members the opportunity to express their opinions, give advice and make recommendations;*
*   *Provide input, when appropriate, to the academic dean regarding the committee's findings and recommendations, and serve as the spokesperson for the board in meetings with academic deans as necessary;*
*   *Be sensitive to the views of members, listen critically and carefully, and encourage a relaxed atmosphere conducive to productive discussions;*
*   *Be reasonable and exercise good judgment and fairness;*
*   *Dedicate time to the affairs of the board;*
*   *Appoint special committees as the need arises, which may include persons other than board members;*
*   *Arrange for special presentations;*
*   *Plan board activities and provide sufficient background information when needed;*
*   *Maintain personal contact with board members and institution personnel;*
*   *Approve all announcements, notices and other information sent to board members.*

The board chairperson should not:

- *Act as the final authority on all subjects;*
- *Put pressure on the group to agree with his/her own personal views;*
- *Chair subcommittees;*
- *Discuss questions or issues that are outside the purpose of the board.*

Responsibilities of Program Advisory Board Members

The duties and responsibilities of the board members include:

- *Be an active participant of the group;*
- *Be sensitive to the views of the members;*
- *Be able to listen critically;*
- *Exercise good judgment and fairness;*
- *Serve on special committees as the need arises;*
- *Contribute resources for the success of the program.*

Responsibilities of the Program Advisory Board Coordinator

The duties and responsibilities of the board coordinator include:

- *Obtain clerical and administrative support for the advisory board to assist with board function;*
- *Coordinate with the advisory board chairperson to establish meeting dates and develop an agenda for each meeting;*
- *Assure that communication is distributed to the advisory board members regarding program activities, schedule of meetings and all other pertinent information;*
- *Recommend potential program advisory board members to the dean;*
- *Facilitate meetings and notify board members of future plans;*
- *Keep board members informed of developments in the program;*

Responsibilities of the Academic Dean

Deans provide leadership in establishing and maintaining program advisory boards and give the necessary support and assistance to the advisory board coordinator as she/he carries out the duties and responsibilities. Realizing the important contributions that business and industry participants can make to improve the total education process, the academic dean should place a high priority on program advisory boards.

The duties and responsibilities of the academic dean include:

- *Provide administrative support for faculty;*
- *Attend advisory board meetings;*
- *Review the program advisory board minutes/notes;*
- *Respond to program advisory board recommendations as requested by the board and coordinator;*
- *Ensure board members are recognized and thanked for their participation;*
- *Assist the coordinator in identifying potential advisory board members.*

Appendix A:

Sample Letter to New Board Member

TMCC
Truckee Meadows Community College

Date

«Name»

«Company»

«Mailing Address»

«City», «ST» «Zip»

Dear «Title» «Last Name»:

It is with great pleasure and appreciation that Truckee Meadows Community College welcomes you as a member of the «Program Name» Program advisory board.

Your knowledge and expertise in «Program Name» and your interest in career and technical education qualify you as a highly valuable member of the committee. We hope you will find this a rewarding experience.

Thank you for your interest in career and technical education and your willingness to serve. Sincerely,

Sincerely,

« Name»
«Chairperson or Dean»

Appendix B:

Sample Agenda for Program Advisory Committee

✶ *Download TMCC templates from **templates.tmcc.edu** or contact Web Services*

TMCC
Truckee Meadows Community College

Name of Advisory Board

MEETING AGENDA

Date and Time
Location

I.	Call to order
II.	Roll call
III.	Approval of Minutes
IV.	Adoption of the Agenda
V.	Chair Report
VI.	Committee Coordinator Report
VII.	Unfinished Business
VIII.	Committee or Individual Reports
IX.	New Business
X.	Plans for Next Meeting
XI.	Other Items
XII.	Adjournment

Appendix C:

Sample Format for Meeting Minutes – Notes

✶ *Download TMCC templates from **templates.tmcc.edu** or contact Web Services*

TMCC
Truckee Meadows Community College

Name of Advisory Board

MEETING MINUTES - DATE

Members in Attendance: list names
Guests in Attendance: list names
Meeting Called to Order: note time

(In general follow the order of the meeting's agenda.)

Approval of Minutes: Note that the minutes were approved, including any corrections made by board members, and who motioned to approve and seconded.

Adoption of the Agenda: Note who motioned to adopt and seconded the agenda and that the board voted to adopt, including any changes made to the agenda.

Chair Report, Committee Coordinator Report, or Individual Reports: Note the most relevant highlights from each report

Unfinished Business or New Business:

- Item: Note the most relevant highlights from the item discussed, including any actions or votes taken.

- Item: Note the most relevant highlights from the item discussed, including any actions or votes taken.

Plans for Next Meeting: Note any plans for the next meeting, including any agreed-upon actions by committee members

Adjournment: Note the time that the meeting adjourned

Appendix D:

Criteria for Evaluating the Effectiveness of the Program Advisory Board

TMCC
Truckee Meadows Community College

	Yes	No
The advisory board has held at least two meetings per year.	☐	☐
The advisory board elects or appoints chairs and other officers if applicable yearly or as scheduled.	☐	☐
Board membership is diverse in gender and ethnicity, and is composed of individuals representative of the industry's diversity, including labor, supervisors, managers, and at the board's discretion, students.	☐	☐
Board members are notified of meetings in a timely manner.	☐	☐
Agendas are prepared and distributed in advance of each meeting.	☐	☐
Board meetings are well attended by members.	☐	☐
Faculty and administrators attend board meetings regularly.	☐	☐
Board meeting minutes/notes are maintained as a permanent record and are distributed to the members of the advisory board and submitted to the dean's office.	☐	☐
Board members are acknowledged for their service.	☐	☐
Board members are aware of the specific purposes of the committee and are familiar with related school policies.	☐	☐
The board develops and carries out a yearly plan of action/program of work.	☐	☐
The board has been involved in the development and review of the program curricula.	☐	☐
The board has reviewed the current program curricula to determine if it meets the needs of the students and the projected employment needs of business and industry.	☐	☐
The board promotes and publicizes the program.	☐	☐
The board assesses the impact of recommendations yearly.	☐	☐
The committee reviews yearly outcome data from the program, including student competencies achieved, placement rates, etc.	☐	☐