



*Program Advisory
Committee Handbook*
2008-2009

*Serving the Needs
Of the Community...*

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Interim Associate Vice President for
Career and Technical Education

Dr. John Anjewierden

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College Advisory Council Members (CAC)	
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Greg Cazier, Vice Chair	Reaveley Engineers & Associates
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Joe Yenchik	L-3 Communications
Vacant	Utah Department of Workforce Services

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PROGRAM
ADVISORY
COMMITTEES
(PACs)

INTRODUCTION

Program Advisory Committees (PACs) are essential to the establishment and operation of up-to-date Career and Technical Education (CTE) and professional educational programs leading directly to employment. The PAC is involved in dynamic changes relating to technological, social, economic and political areas which require effective lines of communication between education, business, industry and government. PAC committees assist in maintaining this line of communication to ensure that the employment environment is appropriately assessed, evaluated and addressed in the College curricula to align programs to meet these changes and needs.

The utilization of a local College Advisory Council and Program Advisory Committees is not intended to usurp the prerogatives of governing boards or of administrative staffs. An advisory committee may suggest policy but policy can only be officially enacted by the SLCC Board of Trustees. It can also provide valuable advice for the operation of programs, but management and direction must reside, and be implemented, by the College administrative representative.

WHY WAS I SELECTED?

You have been selected to serve on a PAC because of your knowledge and understanding of your area of specialization. Your expertise is essential in helping the college address trends, as well as meet needs of employers. Salt Lake Community College places high value on your contributions. We look to you for advice in helping the college maintain a first-rate program of career and technical and general education that will enable students to enter and advance in the work force or receive retraining for new or specialized careers.

WHY DO WE UTILIZE PROGRAM ADVISORY COMMITTEES?

Salt Lake Community College seeks to provide students with skills to meet the personnel needs of business, industry, government and other organizations. The college depends on advice from individuals representing these constituents to provide assistance in assessing current status and future needs of curriculum, equipment and instruction. The College recognizes you as a knowledgeable person in your field, thus solicits your advice as a means of ensuring that Salt Lake Community College provides educational programs that reflect their needs.

Through a well-coordinated cooperative effort among educators, students, business, industry, government, and representatives from the communities we serve, the committee provides program evaluation, resource recommendations, and encourages communication with business, industry, and government. These committees assist the students through curriculum relevancy and job placement. They also benefit the College and community by serving as a forum for mutual concern. Business, industry, government and other organizations benefit by having a trained work force with its skills and knowledge based on its partnership with the College.

PROGRAM ADVISORY COMMITTEES

PACs are concerned with programs offered in secondary, where appropriate, and post-secondary levels. PACs are concerned with their individual programs (or program groups) rather than entire educational offerings of the College.

A PAC consists of at least six members or more. Ex-officio members include one non-voting representative of the College and at least one non-voting educator from the program discipline. Members are appointed for terms of one to three years. Committee members serve on a staggered schedule of appointment to ensure

continuity. Members will receive a Letter of Appointment from an administrative representative of the College.

SUGGESTED MAKE-UP OF PACS

Members asked to serve on the committees are those who exhibit leadership ability and have technical expertise in the area for which they are asked to serve. The committee should be a balanced representation of the industry. A suggested inclusion might be (1) large businesses, (2) small independent businesses, (3) professional associations, (4) recent program graduates, (5) administrative or executive representatives from business, industry, government and other appropriate organizations and, (6) colleges/universities and public schools. Colleges/universities and public schools may also provide added expertise especially in areas of articulation.

WHAT DO PACS DO?

A checklist of activities which PACs may perform is listed below. The list should not limit the creativity of individual committees; committees are not expected to undertake all activities listed. The checklist is considered to be a guide for focusing committee activity. The list should assist committees in carrying out their function, which is to improve education programs from secondary, where appropriate, and post-secondary levels at Salt Lake Community College.

CHECKLIST FOR PACS

Recruitment, Selection, Placement, and Follow-up.

1. Identify and promote the faculty and student recruiting process.
2. Provide information concerning desirable attitudes, education, and experience necessary for job entry and success.
3. Arrange industry visits or field trips for students, faculty and counselors.
4. Assist in surveys of local labor market needs.
5. Assist in the facilitation of students in part-time or cooperative education work during the school year which may include: clinical experiences, internships, preceptor, apprenticeships and other cooperative partnerships intended to enhance students' learning experiences.
6. Provide information about job opportunities for graduates and faculty professional development.
7. Assist in raising funds for scholarships, equipment and other program needs.
8. Sponsor guest speakers from business and industry and provide students opportunities for on-site visits.
9. Assist in identifying state-of-the-art equipment needs.

Instruction

10. Review instructional needs for a program; including day, evening and weekend classes.
11. Provide advice regarding skills, technical, and general information to be taught.

12. Evaluate curriculum to assure it is current with the changing environment of the market place and propose curriculum changes.
13. Assist in selection of instructional materials to be used including visual aides, periodicals, books and etc.
14. Assess the equipment and facilities available and make recommendations as needed.
15. Assist in the acquisition of needed college equipment and supplies at special prices or through loans, gifts, and etc.
16. Assist in the establishment of competencies and standards to be met by faculty and students.
17. Be accessible to evaluation and accreditation groups.

HOW PACS OPERATE

To be most effective, the committee must organize and adhere to various operational procedures. The following guidelines provide assistance in organizing and fulfilling the responsibilities of the PAC.

SELECTION AND DUTIES OF PAC COMMITTEES

Officers

18. The officers of the committee shall be chairperson and vice chairperson.
19. These officers shall be elected in the spring meeting. The term of office shall be two years, beginning with the first meeting following the spring election.
20. The election procedure shall be as follows for each office:
 - a. Each committee member shall nominate, by written ballot, the name of one person for the office. These nominations shall be tallied.
 - b. The two persons receiving the highest number of nominations shall be voted on by the committee. The person receiving the majority of votes shall be elected to the office of vice chairperson to serve two years.
21. The elected officers and the *ex officio* member shall become the executive committee. In the interim between elections, the executive committee shall fill vacancies which may occur in any office for the expired term, except in the event the office of chairperson becomes vacant, the vice chairperson will automatically succeed to the chairperson.

PAC Chairperson

A lay member serves as chairperson of the committee. The chairperson shall be elected by the committee to serve for a minimum of two years (after having served as vice-chairperson) if possible.

The chairperson, **working closely with the department chair**, presides at meetings, calls meetings, appoints necessary sub-committees, and represents the PACs in other groups. At the end of each academic year, the chairperson will respond in writing to the statements and questions under "Evaluation Questions" on page 6 in this handbook. This response is to be signed by the chairperson and department chair after which it will then be forwarded to the Salt Lake Community College Advisory Council by May 1 of each year. Minutes for the year will accompany this report.

Secretary

It is recommended that a non-voting college representative serve as Secretary. Duties of the Secretary include:

1. Sending information to committee members to be read prior to a meeting.
2. Arranging for meeting rooms and equipment.
3. Take and disseminate minutes. Minutes are distributed to members approximately ten to fourteen days prior to next PAC meeting.

College Representative(s)

The representative(s) of the institution will be knowledgeable about the college, its policies and procedures and the instructional area served by the PAC. This information is to be shared with the committee as it makes deliberations to insure consistency in complying with policies and procedures. Salt Lake Community College faculty members provide appropriate information as requested by the committee. The department chairperson is the college representative.

Pac Members

When individuals are invited to serve as a member on the PACs, the following important qualifications are considered:

Experience and enthusiasm. Members must have recent technical expertise in the committee's area of concern.

Available time. Members of the committee must be available for meetings and be prepared to meet at other times when necessary. The minimum commitment is to attend the three scheduled meetings each year.

Invitations for membership will be issued by the Salt Lake Community College CTE Director. Upon agreeing to serve on a committee, each member will receive from the CTE director a letter of appointment with a copy for their employer.

MEETINGS

The chairperson and department chair shall call meetings. PACs meet as needed in order to carry out their assignment and should not be convened without justification.

OPERATION OF MEETINGS

Meetings will be:

1. Conducted formally, but with discussions conducted informally.
2. Recorded by a secretary (minutes) and sent to committee members.
3. Preceded by a written notice and the agenda, which are to be sent ten to fourteen days in advance. A phone call to each member the day before the meeting is suggested.
4. Limited to a reasonable time, (1½ to 2 hours).
5. Conducted under a voting quorum which consists of one more than half of this committee.

ANNUAL REPORT

As part of the evaluation function of the PACs, you will be asked to respond in writing to the following statements and questions. Responses to the questions are a cooperative effort among the PAC members and should reflect their consensus.

The chairperson of the PAC will be responsible for drafting the answers, writing a cover page and signing the report. The report will then be forwarded to the department chair for signature after which a copy will be sent to the CTE director, appropriate dean and to Salt Lake Community College's Advisory Council. These reports are to be finished and turned in by **May 1** of each year. (Minutes for the year should accompany this report to the SLCC Advisory Council.)

Evaluation Questions:

1. What were the objectives/goals of your PAC for this year? Explain how your objectives and accomplishments were met.
2. A PAC is charged with the responsibility to see that student preparation is adequate to serve the needs of business and industry. Therefore, the PAC will review the course objectives, course content, method of delivery and numbers of students being trained to be sure outcomes are in harmony with business and industry needs. Explain the process your PAC used to perform this review. Assist in determining strengths and weaknesses found.
3. What are the concerns of the PAC regarding physical facilities, such as instructional space and non-instructional space (storage, restrooms, etc.)? Describe any weaknesses that prevent students with disabilities from succeeding. Identify your concerns and list your recommendations for correcting any problems.
4. A PAC represents all of the major components of the industry, e.g. small business, corporate business, government, production, sales and particularly people doing exactly what the program is training people to do. Diversity is encouraged. Explain how this has been achieved.
5. The PAC exists to form linkages and partnerships between the college program and business/industry for the mutual benefit of all interested parties. Business and industry should consider the needs of the college and/or students. Participating business/industry can provide: student financial assistance, student tools, CO-OP training sites, donation of equipment and supplies to Salt Lake Community College, etc. Explain what your PAC has done this year to improve these relationships and support.
6. Describe the procedures for maintaining and replacing equipment in the program. Describe additional equipment, supplies, space or faculty needed to adequately train to business and industry standards.
7. Describe what the PAC is doing or planning to help market the program in the community.
8. Explain how the PAC can assist faculty in remaining current in their discipline.

PROGRAM ADVISORY COMMITTEE

STANDARD AGENDA (suggested)

1st PAC Meeting of the Year:

1. Welcome new PAC members.
2. Review the role of the PAC.
3. Discuss the Institutional Goals of the College for the year and review the previous year's annual report.
4. Explain the PAC Annual Report responsibility.
5. Division Chair to submit department needs to the PAC.
6. Set goals for the PAC for the academic year.
7. Review students' successes in competitions.
8. Review informational sheet showing the number of graduates, head counts and annual FTEs.
9. Assign action items from agenda.
10. Follow-up on action items previously assigned.
11. Review marketing needs.
12. Approve capital equipment expenditures for program.

2nd PAC Meeting of the Year:

1. Review and evaluate the goals and progress of the PAC.
2. Distribute the Annual Report Evaluation questions of the College.
3. Review goals for the Annual Report.
4. Assign action items from agenda.
5. Follow-up on action items previously assigned.
6. Review marketing needs.

3rd PAC Meeting of the Year:

1. Draft and finalize annual report including equipment needs.
2. Review and evaluate goals and progress of the PAC.
3. Completion of action items from past year.
4. Review marketing needs.
5. Review PAC membership.
6. Projected goals for next year.
7. Elect officers for coming year.

In addition to the above meetings, PAC Chairs are encouraged to attend the four early morning College Advisory Council meetings listed on page 17.

RECOMMENDATIONS TO STRENGTHEN PACs

1. Have an annual action plan, developed during the first meeting.
2. Have a set agenda to follow and do not sidetrack from it.
3. PACs to break into sub-committees and take on specific assignments as sub-committees.
4. Keep the meeting to a maximum of two hours
5. PACs should not exceed their role by getting involved in daily management, personnel issues and budget decision making.
6. Encourage all members to participate rather than follow a few who dominate.
7. PAC members are community and industry representatives. Faculty and non-members are invited as guests for the purpose of providing information.
8. Review progress in meeting goals and giving assignments at each meeting.
9. Industry representatives should express their opinions based on their knowledge of the industry rather than having them structure their input to the views of the educational representation.
10. Delegate to as many members as possible.
11. Enjoy the experience - socialize and become friends. Make it a beneficial and pleasant experience for all.

“FIFTY WAYS TO EFFECTLVELY GET MORE VALUE FROM YOUR PAC”

1. Involve advisory members in planning ways for making occupational education available, attractive, and meaningful to all students without regard to race, creed, sex, religion, age or geographical location.
2. Provide a handbook for each committee member explaining the purpose, operation, by-laws, goals, and objectives of the committee and the functions advisory members are expected to perform.
3. Invite PAC members to assist in developing ways for providing experiences which permit students to learn by doing, such as cooperative programs.
4. Invite advisory members to assist in identifying options for students to change occupational choices and educational programs in concert with the changing needs of the employing business, industry, and labor communities, economic necessity, personal satisfaction, individual competencies, and interests.
5. Encourage the advisory members to visit a high school or college class whenever possible, particularly those classes with which the committee is involved.
6. Keep members informed about current and pending state and federal legislation that will affect the school's occupational program.
7. Inform the advisory members about the pertinent actions and activities of the Utah State Board for Career and Technical Education and the Utah Board of Regents.
8. Inform the advisory members about special studies affecting the educational program of the school.
9. Ask the advisory members for recommendations and comments for improving the effectiveness of the committees and its meetings.
10. Have in attendance at all committee meetings a representative of the associated department.
11. Provide parking permits for members to facilitate attending committee meetings at the school.
12. Schedule committee meetings at a time convenient for members and high school representatives to attend.
13. Post meeting calendar on SLCC CTE webpage. Invite suggestions for inclusion on the agenda.
14. Run the PAC meetings on an organized time schedule and hold to this time schedule. Include the time schedule with the reminder letter.
15. Make the follow-up reports promptly to the PAC regarding action taken on recommendations made by them.
16. Provide PAC members with maps of the campus to assist them in locating parking, meeting rooms, etc. Schedule meetings at different campuses and sites.
17. Have the dean officially notify each PAC member of his or her appointment to the committee.
18. Assign the responsibility for taking minutes to a school representative at each PAC meeting.
19. Provide refreshments at each PAC meeting.

20. Invite faculty to occasionally attend PAC meetings on the subject they teach.
21. Establish and maintain a climate of informality at PAC meetings, encouraging two-way interchange of information. However, meetings should be conducted formally in such matters as calling to order, orderly conduction of business, conclusions, etc.
22. Schedule PAC meetings regularly, generally at least once a month during the school year or as needed. Schedule no less than 3 meetings per year.
23. Post the minutes of the PAC meeting as soon after the meeting as possible, generally within 5 working days following the meeting.
24. Make a reminder call to each member the day before the scheduled PAC meeting.
25. Hold meetings in a room that provides comfortable and quiet surroundings.
26. Include a student, a graduate, women and members of ethnic or racial minorities on the committees whenever possible.
27. Schedule the term of membership for a definite period of time with provisions for a regular system of replacement. While terms may vary, one to three years is recommended.
28. Have deans and/or department chair attend all PAC meetings on their particular program.
29. Encourage school administrators to reward the PAC's efforts when particular goals have been achieved.
30. Plan an annual breakfast or dinner for all PAC members and invite a distinguished speaker.
31. Inform the PAC member about the actions and activities of the Salt Lake Community College Advisory Council.
32. Recognize, with permission of the PAC member, his/her efforts of PAC and outstanding service to the program by and or all of the following methods: a letter to this person's superior, a letter to his or her family, a letter of commendation, a release to the school and local newspaper, or a mention of it in major speeches.
33. Put a name plate on donated equipment showing the contributing member's name and firm.
34. Encourage instructors to visit and tour the facilities of industries which relate to their teaching.
35. All PAC rosters should be kept current and updated. Outdated rosters can be a source of embarrassment. PAC membership updates should be submitted to the CAC designated contact person.
36. Check to see that no PAC appointments are politically motivated.
37. Check to see that the qualifications of all potential lay PAC members are carefully reviewed by appropriate school officers to ensure a good working committee.
38. Avoid unnecessary detail work for the PAC members. They are busy individuals who are serving on a voluntary basis.

39. Have the school maintain a complete file of minutes of all PAC meetings. Copies should be distributed to all PAC members, Salt Lake Community College Advisory Council and appropriate deans.
40. Plan carefully to utilize the high school representative in each PAC.
41. Encourage individual meetings with PAC members when an administrator or representative of the school requires special information.
42. Invite the PAC members to college functions such as graduation, open house, special exhibits, athletic events, plays, and other college events.
43. Inform PAC members about the action and activities of the Utah State Advisory Councils for Career and Technical Education.
44. If possible, attend industry programs when invited by PAC members.
45. Continually inform the PAC members about events concerning technical education at the local, state, and national levels.
46. Invite PAC members to serve as guest lecturers in order to demonstrate special techniques or skills, or to discuss current practices in a particular occupation.
47. Work through PAC members to arrange a conducted tour of industrial facilities for college field trips.
48. Seek advice of PAC members for ways to maintain professional leadership and administrative growth in occupational and academic education to make it a continuous process for providing program regeneration and self renewal of professional staff for ensuring future dynamic leadership.
49. Seek assistance of PAC members for developing curriculum which is flexible enough to permit students to enter or exit programs at increasingly complex competency levels.
50. Use telephone for conversations with PAC members when confirming facts or seeking advice.

**SALT LAKE COMMUNITY COLLEGE
ADVISORY COUNCIL
2008-2009 MEETING SCHEDULE**

Tuesday, September 9, 2008 5:00 p.m. – 7:00 p.m. Meadowbrook Building "B" Conf. Room
Wednesday, December 3, 2008 6:00 p.m. – 7:30 p.m. Holiday Social Redwood Campus- STC 221-221A
Tuesday, January 13, 2009 5:00 p.m. – 7:00 p.m. Meadowbrook Building "B" Conf. Room
Tuesday, February 24, 2009 5:00 p.m. – 7:00 p.m. Meadowbrook Building "B" Conf. Room
Tuesday, April 14, 2009 5:00 p.m. – 7:00 p.m. Meadowbrook Building "B" Conf. Room
Tuesday, May 2, 2009 5:00 p.m. – 7:00 p.m. Meadowbrook Building "B" Conf. Room

SALT LAKE COMMUNITY COLLEGE ADVISORY COUNCIL 2008 – 2009 MEETING SCHEDULE

Thursday, November 6, 2008

7:00 a.m. – 8:30 a.m.

Reports:

*Jordan School District CTE Director
Professional Truck Driving PAC Chair
Other PAC Chairs to be assigned*

Redwood Campus – Student Center 221-223

Thursday, February 5, 2009

7:00 a.m. – 8:30 a.m.

Reports:

*Murray School District CTE Director
Salt Lake City School District CTE Director
Aviation Maintenance/Professional Pilot Div. Chair
Non-Destructive Testing Instructor*

Redwood Campus - Student Center 221-223

Thursday, March 5, 2009

7:00 a.m. – 8:30 a.m.

Reports:

*Granite School District CTE Director
Non-Destructive Testing
Management/Marketing
To be assigned*

Redwood Campus - Student Center 221-223

Thursday, April 2, 2009

7:00 a.m. – 8:30 a.m.

Reports:

*Tooele County School District CTE Director
Criminal Justice
Visual Art & Design
Paralegal*

Redwood Campus - Student Center 221-223

**Light refreshments and parking validation provided to attendees

Salt Lake Community College Advisory Council Membership List

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*Salt Lake
Community College*

*Advisory Council
Annual Report*

2008-2009

ACCOUNTING/FINANCE AND CREDIT

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