

Program Advisory Committee Handbook

2018-2019



Serving the needs of the community.

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INTRODUCTION

Program Advisory Committees (PACs) are essential to the viable function of Career and Technical Education (CTE) and professional educational programs leading directly to employment or advancement in the work force, to receive retraining for new or specialized careers, or to continue an education pathway. PAC members advise the College relating to the technological, social, and economic areas which require effective lines of communication between education, business and industry. PAC committees help to ensure the employment environment is addressed in the College curricula, equipment and instruction to align programs to meet the needs and changes in the work force. Business, industry, government and other organizations benefit by having skilled and knowledgeable employees based on this partnership with the College.

HOW MEMBERS ARE SELECTED

Members are selected to serve on a PAC because of their knowledge, expertise and understanding in their area of specialization. PAC Chairs, committee members, or College administrators may suggest a new member at any time. The PAC determines if the potential member will be selected and asked to serve. An appropriate College administrator will send a letter of appointment requesting acceptance to serve as a PAC member.

PAC MEMBERSHIP

A PAC consists of several members representing various aspects of a particular industry or business, and at least one non-voting member from the program discipline or administration. It is suggested that members represent large and small businesses, government agencies, and various related industries, and should include diversity where possible. Members are appointed for up to a three-year term.

SELECTION AND FUNCTIONS OF PAC COMMITTEES

Officers

The officers of the committee will include a chairperson, a vice chairperson and a recording secretary. A chairperson can volunteer or be nominated by committee members; members will then vote on the nominations. These officers shall be elected in the spring meeting to serve in the following academic year. The term of office shall be two years, beginning with the first meeting following the spring election. In the event the office of chairperson becomes vacant; the vice chairperson will automatically succeed as the chairperson.

PAC Chairperson

The chairperson, working with the department, schedules and presides at meetings, sets the agenda, appoints necessary sub-committees, and represents the PAC in other groups. At the end of each academic year, the chairperson responds in writing to the statements and questions under "Annual Report" included in this handbook. ***The report needs to be submitted by the chairperson by April 25.***

Secretary

It is recommended that a non-voting College representative serve as secretary. Duties include:

1. Sending any pertinent information to committee members prior to meetings.
2. Arranging for meeting rooms and meals or refreshments.
3. Taking and disseminating minutes. Upon completion, minutes will be uploaded to the SharePoint PAC site.

College Representative(s)

The College representative(s) will provide knowledge about the College and instructional program(s) served by the PAC. Representatives will provide information to ensure College policy and procedure compliance as the committee makes recommendations. Salt Lake Community College faculty members will provide appropriate information as requested by the committee. College representatives are non-voting members.

WHAT DO PACS DO?

Below are ideas for PAC involvement:

1. Identify and promote faculty and student recruiting processes.
2. Provide information concerning the desired education and the experience necessary for job placement and career success.
3. Arrange site visits or field trips for students, faculty and counselors.
4. Assist in surveys or projections of the local labor market needs.
5. Assist in facilitating students in part-time or cooperative education work which may include: clinical experiences, internships, apprenticeships and other cooperative partnerships intended to enhance students' learning experiences.
6. Provide information about job opportunities for graduates, and identify possibilities for faculty professional development.
7. Assist in raising funds or donations for scholarships, equipment and other program needs.
8. Sponsor guest speakers from business and industry to enhance students' educational experience.
9. Assist in identifying state-of-the-art equipment needs.
10. Review and provide guidance for program instruction to include the necessary skills, technical and general information that is taught.

11. Evaluate and propose curricula changes to assure the content is current with the changing environment in the employment field.
12. Assess the equipment and facilities and make recommendations as needed.
13. Assist in the acquisition of needed college equipment and supplies through loans, gifts, etc.
14. Assist in the establishment of competencies and standards to be met by faculty and students.
15. Be accessible to evaluation and accreditation groups.

RECOMMENDATIONS FOR A MORE EFFECTIVE PAC

1. Have an annual action plan developed during the first meeting.
2. Review progress in achieving goals and give assignments at each meeting.
3. Encourage participation from all members and enjoy the social experience.
4. Involve members in planning ways to make career education available, attractive, and meaningful to all students by advising occupational choices for personal satisfaction, individual competencies, and interests.
5. Encourage members to visit a high school or College class whenever possible to help educate students about the various occupations available to them.
6. Share information about current and pending state and federal legislation that will affect programs.
7. Solicit feedback from the College regarding action taken on PAC recommendations.
8. Schedule meetings at convenient times and locations for members to attend, and send appropriate reminders.
9. Include a student, an alumni, women and minorities on the PAC whenever possible.
10. Invite special guests or distinguished speakers as appropriate.
11. Invite faculty and students to visit your place of business for a tour.
12. Members are encouraged to participate in other College functions such as open houses, exhibits, athletic events, plays, or career fairs.

MEETINGS

PACs meet as needed to achieve their assignments and goals (generally three times a year) and are scheduled by the PAC chair with the support of division office. Additional or sub-committee meetings may be scheduled as needed. Meetings should be kept to a reasonable time.

SUGGESTED AGENDAS

First PAC Meeting:

- Welcome new PAC members and review the role of the PAC.
- Inform members how to access the SharePoint site, where documents and information will be posted.
- Discuss how the PAC can help acquire equipment, market the program, volunteer in the classroom, or provide other support the department may need.
- Set new goals for the PAC in correlation with the College's annual goals and program needs.

Second PAC Meeting:

- Review goals and progress discussed in the first meeting.
- Discuss how the PAC can support student job placement, internships, and scholarships.
- Help faculty remain current in their discipline.
- Distribute the Annual Report evaluation questions.

Third PAC Meeting:

- Discuss, draft, and finalize the questions and statements for the Annual Report.
- Review PAC membership list to determine if additional members should be included for adequate representation or to fill replacements.
- Elect officers for the next year as needed.

ANNUAL REPORT

As part of the evaluation function of the PAC, responses to the following questions and statements should be a cooperative effort among the PAC members and reflect consensus. The chairperson of the PAC will be responsible for drafting the answers and submitting the report.

The report will then be forwarded to the appropriate program Division or Department Chair, the Dean, then CTE Director. These reports are to be completed and turned in by **April 25**, of each year. The reports will be reviewed and a final report compiled that will be submitted to the Provost.

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.