

Rev. 5/19

INTRODUCTION

Career Education (CE) programs are more important now than ever before. The local, state, and national economy relies on a well-trained and skilled workforce and CE programs are uniquely situated to fill that need. In order for the college to have programs that are preparing students to enter the workforce it is essential that colleges work with industry and community partners to ensure that the content of the programs is in line with the needs of industry. In order to this, CE programs have Program Advisory Committees to serve as a link between the industry and the program.

NAPA VALLEY COLLEGE MISSION

Program Advisory Committees Purpose and Function

Program Advisory Committees advise the college on matters relating to specific career and job training programs. In general, each program has a unique advisory committee. However, at times some may be combined or altered when it is appropriate for the program and/or the industry that the program prepares students to enter. (See appendix for examples of functions and activities for advisory committees.)

Purpose

The committee helps inform the program and the college on matters relative to the industry (ies) linked to the program. This connection helps ensure the currency of the program and that students are learning what is needed by today's employers.

Membership and Committee Size

Program Advisory Committees are composed of representatives from the workforce and industry as well as members of the program faculty and college administration. Workforce and industry representatives are selected based on their specific knowledge and expertise. The Committee often include representatives from all levels of the industry including owners, executives, managers, and organized labor. Members are selected based on their experience and expertise so that the committee is well-rounded and representative of all aspects of the particular industry involved and the diversity of the community. The term of appointment shall be July 1 through June 30th of each academic year. There are no term limits.

The size of a Program Advisory Committee will depend on the scope of the industry represented, but should include not less than five members from industry partners. For the purposes of voting or representing an organization or business, only one representative should be identified to speak on behalf of that individual organization. Instructional faculty that are also working in industry are not considered industry representatives.

Functions of the Committee

Advisory Committee member duties may include but are not limited to:

1. Make recommendations on course and program content.
2. Make recommendations on program standards.
3. Make recommendations on new and replacement equipment purchases.
4. Assist with the recruitment and placement of students.
5. Provide information about industry standards and practices.
6. Provide information about labor market needs and changes.
7. Acts as a liaison between industry and the college.
8. Acts as an advocate for occupational and job training programs.
9. Additional tasks that may be needed by the program.

Program Coordinator Responsibilities

Program Coordinators are responsible for ensuring that the committee chairperson schedules meetings and that agendas and minutes are submitted in accordance with the timeline.

Program Coordinators are responsible for sending out agendas to committee members and submitting agendas and minutes to the CE Division Administrative Assistant.

Office of Career Education Responsibilities

The Senior Dean of Career Education and Academic Pathways is responsible for monitoring Program Advisory Committee activities to ensure they are in compliance with related state and federal laws and the policies of Napa Valley College. In addition, the Senior Dean will provide training related to the duties, function, and operations of a Program Advisory Committee for Program Coordinators and committee members as needed.

The Office of Career Education shall act as a repository of records of Program Advisory Committee activity.

Telephone: 707-256-7258

FAX: 707-256-7259

Appendix

1. Program Advisory Committee Meeting Agenda Form
2. Program Advisory Committee Meeting Minutes Form
3. Program Advisory Committee Advisory Committee Roster Form
4. Examples of Program Advisory Committee Functions and Activities

Career Technical Education - Program Advisory Committee Meeting Agenda

Program Name:
Program Coordinator:
Committee Chair:
Meeting Date/Time:
Location:
Date Agenda Posted:

Career Technical Education - Program Advisory Committee Meeting Minutes

Program Name:
Meeting Date/Time:
Location:
Attendees:
Minutes Taken By:

Minutes

Examples of Program Advisory Committee Functions and Activities

Curriculum Related:

Advise as to industry standards, certification, or licensure requirements.

Identify the academic competencies, employability and technical skills required for successful entry into the occupation.

Identify new technologies to include in the program.

Facilities and Equipment Review: