OCCUPATIONAL/VOCATIONAL TECHNICAL PROGRAMS

The Board of Trustees of Redwoods Community College District, in order to ensure the relevance of Career and Technical Education (CTE) programs to local workforce and community needs and to promote effective communications with the community, authorizes the Superintendent/President, as its agent, to appoint citizens of the community to serve as members of CTE Program Advisory Committees.

To maintain program relevance and vitality, and to meet state and federal CTE program requirements, all CTE programs offering a degree and / or certificate, or those CTE programs that are required by the district to participate in the program review process, will have an active program advisory committee.

1. Advisory Committees shall fulfill the following roles:

   • Review the goals and objectives of the program while focusing on the College Mission, Vision, and Values.

   • Provide input to ensure that the program meets the present and future needs of the business/industry sector they represent in the community.

   • Review Student Learning Outcomes (SLO) and Program Learning Outcomes (PLO) for relevance of education and training needed by the business/industry sector they represent in the community.

   • Provide faculty and administration with appropriate information about trends and changes in the business/industry sector they represent in the community.

   • Enhance public relations by developing community understanding and support for the program.

2. Advisory Committee Member Appointment/Approval Process:

   Prior to the end of the spring semester:

   • Advisory Committee members for the next academic year are nominated by program faculty, department chairs, or members of the community.

   • Nominations are discussed between faculty and the division dean.

   • Committee member recommendations are then forwarded to the president for appointment to the committee.
3. Committee Chair:
   - The committee chair shall be an industry representative.
   - In the case of large advisory committees, members may elect one or two chairpersons.
   - In the case of a co-chairperson, a faculty member shall serve as co-chair.
   - Program faculty are resource persons for the committee and shall not serve as voting members.

4. The program lead faculty member is responsible for calling meetings and working with the committee chair to prepare meeting agendas and ensuring that meeting minutes are taken.

5. Advisory Committee members are appointed for three year terms. Member re-appointment must be supported by the dean, and must follow the approval process described above.

6. New members are appointed on a staggered schedule to ensure continuity as well as a change in membership.

7. Committee membership will include any requirements of outside funders.

8. The President/Superintendent of the College of the Redwoods shall serve as ex-officio member of all Advisory Committees.

9. Each division will submit an annual report of committee activities to the president and Academic Senate. The Academic Senate will submit a summary of the various Advisory Committee reports, including all serving Advisory Committee members, to the Board of Trustees.

10. Notices, recommendations, and minutes of meetings will be maintained in the dean’s office for public review.

11. Advisory committees will have a minimum of 10 members, at least half of which are industry representatives. The composition and size of membership shall be determined by the dean based on program need and the communities represented by the program.

12. Committee membership should include middle school and high school instructors identified in program pathways and articulation.

13. CTE Program Advisory Committees shall convene at least once annually and usually twice annually, once during the fall semester and once during the spring semester.
14. College of Redwoods employees or relatives of program faculty and staff may not serve as voting Advisory Committee members.

College of the Redwoods requires that the competence of students completing vocational and occupational programs be documented through successful completion of rigorous written and hands-on assessment based on established course level and program level learning outcomes.

References: Title 5, Sections 55600 et seq.

Approved: June 4, 2013
Former BP 903 “Educational Program Advisory Committees”
Adopted by the Board of Trustees: August 15, 1977
Amended: June 3, 1996