Introduction

Career Technical Education (CTE) Advisory committees play an integral part in shaping CTE curricula development at Mt. San Jacinto College. They help ensure that our programs remain in touch with the needs of local business and industry and that our students receive relevant instruction. The CTE Advisory Committee consists of a group of individuals selected to represent broad points of view relative to a specific CTE area. The members should have a strong sense of commitment to the development of our educational program and our students. Members are recognized by the MSJC District Board of Trustees and are invited to advise program faculty in the area of curriculum, career guidance, facilities, funding, and staffing.

Curriculum: Curriculum content advisement is vital to an effective CTE program. In its review of curriculum content, a CTE Advisory Committee focuses on one primary concern: Do graduates possess the entry-level job skills needed by employers in the CTE area served? Notice this is referred to as advisement on content, not on teaching method. What to teach is a proper responsibility of a CTE Advisory Committee, while how to teach is the responsibility of instructional and administrative personnel. To assist with curriculum review and validation, the Advisory Committee may: Review past accomplishments and forecast trends affecting training and employment; evaluate the CTE relevance and effectiveness of the ongoing college program relative to industry needs; and provide input into program curriculum/design.

Career Guidance: CTE Advisory Committee members may assist by holding regular, informal visits with students; sponsoring or assisting with career days; serving as guest speakers on the subject of job opportunities and the expectations of employers; conducting mock interviews; et cetera. To assist with student placement, CTE Advisory Committees may participate in the following activities: Provide employment placement opportunities for students (i.e., locate prospective employers to interview graduates for jobs; inform local employers of the capacity of the CTE program and provide information on current graduates; help students locate part-time jobs in their specific CTE field during instruction; and develop internship opportunities for students).

Facilities and Funding: The committee may provide financial, legislative, and moral support; assist in establishing standards for selecting equipment and instructional materials as well as securing donations.

Staffing: Committee members may suggest qualifications needed to select technical instructors; identify competent personnel with appropriate experience as potential instructors.

MSJC’s Commitment to the CTE Advisory Committee:
- Be responsive to the recommendations of the CTE Advisory Committee
- Notify members of the time and place of meetings
- Assist in preparation and mailing of agenda, minutes, and attachments of items to be discussed
- Arrange meeting place and provide parking permits, if needed
- Provide statistical and/or descriptive information about the CTE educational program
- Prepare and file minutes in the MSJC Career Education Special Program’s Office
Membership

Membership on the CTE (CTE) Advisory Committee should not be limited to a specific portion of a particular occupation; rather it should provide a broad perspective that requires that persons with differing backgrounds combine to give input and advice. Most CTE programs enjoy greater benefits when the CTE Advisory Committee represents both workers and supervisors. People who actually perform the skills and those who hire and supervise can then work together to give the instructional staff an accurate picture of the community’s employment needs.

The following groups of people should be considered when identifying potential new CTE Advisory Committee members:

- Business owners
- Supervisors
- Employees
- Human resources directors
- Industry representatives
- Labor representatives
- Student representative

Size

The size of each CTE Advisory Committee will vary, however, it should be made up of enough members to give an adequate base for opinions, yet should be small enough that members can comfortably and freely discuss business. Normally, between five and fifteen members produce the most effective committee.

Personal Characteristics

CTE Advisory Committee members should be cooperative, responsible, and productive people who are interested in the success of CTE at MSJC. Prospective members should have current, successful work experience in the related occupation and be willing to contribute the necessary time to help strengthen the training program. Avoid selecting members who have a political motivation for committee service or who have a specific “pet project” they want to promote over the welfare of the overall program. The ideal Advisory Committee candidate will serve to build and improve the technical program as well as promote the program within the community.

Key factors of actively involved members on CTE Advisory Committee include:

- **Leadership**: Committee members have demonstrated leadership within their occupation and/or the community. They work well with their committee, as well as college staff, and possess the ability to present their ideas effectively.
- **Business Experience**: Employer representatives are selected from business or industrial firms that are recognized for their progressive practices and efficient operations.
- **Adequate Time**: Members selected must be able to devote sufficient time and enthusiasm to the committee’s work. This may include several meetings during the year.
Identification of New Members

Potential new members may be recommended by other CTE Advisory Committee members, Department Chairs, faculty members, or college administration. The recommendation is then submitted to the Coordinator of Special Programs with the following information: Name, title, company name, address (business), and phone number. The Coordinator of Special Programs will forward the recommendation to the appropriate MSJC Dean of Career and Technical Education or Department Chair who will prepare a letter formally inviting the individual to join the CTE Advisory Committee (See Appendix D).

Orientation of New Members

An MSJC representative, typically the Department Chair, shall assist the Career Education Office of Special Programs in welcoming and orienting new members to the CTE Advisory Committee. The expectation is that the Career Education, Office of Special Programs, the CTE Department Chair and the business/industry partners work collaboratively to maintain an effective advisory committee.

- The Department Chair (or appropriate faculty member) from the CTE program should personally contact new members to welcome them and respond to any of their questions.
- Arrangements should be made for the new member to visit the school while in session.
- Forward a welcome letter and include the following information
  - Current list of committee members.
  - Meeting schedule
  - Previous minutes and agendas
  - CTE Advisory Committee Handbook
  - General survey
  - Member demographic inquiry

Commitment

Advisors will commit to serve on the Advisory Committee for two years. If the member remains active and committed to the CTE program as well as serving on the advisory committee they may remain on the committee after the two year time period. As long as members remain committed, there is no reason to limit them to a specific length of service.
Organization

The effectiveness of a Career Technical Education (CTE) Advisory Committee is the result of sound organization. The following practices help ensure the effective operation of the CTE Advisory Committee:

- As new members are added to the committee, the Department Chair should inform members of their duties and responsibilities before they attend their first meeting (see Appendix A).
- Keep rosters revised and current. Replace, as quickly as possible, a member who resigns. Provide members with current rosters.

Meetings

- Schedule a CTE Advisory Committee meeting at the CTE program’s facilities whenever possible.
- Hold regular meetings in a centralized location with comfortable seating and space for writing.
- If possible, provide simple refreshments for meetings. If funds are available, occasional meals are a nice addition.
- Each time the membership changes, poll the members to determine the most convenient meeting time. Some business people prefer to attend meetings during the work day, while others are unable to do so.
- If it appears a meeting may last more than two hours, use some method that will shorten the time (save part of the business for the next meeting, hold an interim meeting, or appoint a subcommittee for a lengthy item).
- A minimum of four advisors must be present to constitute a quorum.

Meeting Frequency

- CTE Advisory Committee’s should meet at least once per year. If they meet twice per year, one meeting should be held in the fall and the second in the spring.
- When only one meeting is to be held during the year, additional ways of facilitating communication and soliciting feedback with the CTE Advisory Committee should be employed. Consider sending out a simple survey with relevant questions. Be sure to follow up on the survey with a compilation of the results.

Member Recognition

Recognize members and their business affiliation. Publish members’ names in program materials and other college publications whenever possible. Prepare a well-designed display board for the entrance to the program area listing CTE Advisory Committee members. Recognize specific contributions of the committee in the media or at school awards. After a member has served for two years, formal recognition should be provided (i.e.: plaque or certificate).
Member Input

The formation of a Career Technical Education (CTE) Advisory Committee implies that the group’s advice will be considered. It must be remembered though that the CTE Advisory Committee is limited to making recommendations and giving advice. It is not empowered to set policy; that responsibility rests solely with MSJC’s board of trustees. Therefore, there may be occasions when a specific recommendation is rejected by administrators or by program personnel. All of the CTE Advisory Committee’s recommendations should be acknowledged in writing. Meeting minutes are the ideal place to do this. It is important that a written report of the action taken on each recommendation be presented to the group as soon as possible, but not later than the next meeting.

- Keep the committee active. Continually solicit and consider its advice.
- Inform members of the operation of the CTE program (provide program tours and provide them copies of promotional materials).
- Provide committee members contact with students. Invite students to meetings for an open question-and-answer session with members or hold a meeting during class for the same purpose when possible.

Following are some questions that may solicit useful information from the advisory committee:

- How many program graduates do you hire per year?
- Are internships available? Paid or unpaid?
- Do you have specialized training needs?
- What type of training do you provide?
- Do you have a website?
- What are the specific job skills this discipline should focus on? Are we meeting your expectations in this area? What skills are lacking in entry-level employees?
- What equipment should students be able to use?
- Do you have vacancies in these areas? How many have you filled during the past 12 months? What are you aware of throughout the industry in your area? Have you hired MSJC students? How many?
- What were the strengths and weaknesses of MSJC-trained students? Do MSJC-trained students have any advantage over others in the hiring process? Would you recommend MSJC students to others?
- How is the economy affecting our area/job market?
- What do you see happening in this industry in the next few years? What should we be considering as innovations for change?
- From where do you hire your entry-level employees?
- What can we do to have a greater influence in getting you to hire our graduates?
- Can you give us some information on the pay range of your entry-level positions?
- Would you allow students to train at your business?
- Do you know of others, like you, who would be willing to assist us?
- Do our courses reflect adequate training, current practices, and job duties in your company?
Faculty/Staff Responsibility to the Career Technical Education (CTE) Advisory Committee

The faculty assumes a supporting role to help the CTE Advisory Committee function. During meetings it is important that the focus remains on seeking advice from the committee. A faculty representative, usually appointed by the department chair, should serve as the lead in preparing for meetings, providing information, and clarity during meetings and following through with communication and recommendations as a result of the meetings. Support staff should be utilized to assist the faculty lead in this endeavor.

2 Months Prior . . .
- Secure meeting room
- Review/update membership roster
- Send new member recommendations to the Dean’s of Career and Technical Education, if necessary

1 Month Prior . . .
- Send meeting notice/save the date with copy of minutes from last meeting and current roster
- Request agenda items
- Be sure to mail parking permit and directions to meeting location

1-2 Weeks Prior . . .
- Make reminder calls/e-mails
- Prepare and mail agenda
- Arrange for light refreshments
- Arrange for minutes to be taken during meeting

Day of Meeting . . .
- Check on facility arrangements and refreshments
- Arrive ½ hour early to meeting to welcome guests
- Facilitate meeting
- Provide sign-in sheet
- Take minutes

2 Weeks After . . .
- Send thank you letter and minutes to attendees
- Send follow-up letter to non-attendees to check their interest
- Send copy of minutes, agenda, and sign-in sheet to the Coordinator of Special Programs for audit files

Annual (June) . . .
- Send certificate of recognition to each advisor
Appendix A: Expectations of Career Technical Education (CTE) Advisory Committee Members

Introduction: A major thrust of the MSJC College District continues to be establishing and maintaining relationships/partnerships that enhance the district in a variety of ways. We are committed to improving the quality, consistency and, continuity of our CTE advisory committees.

Rationale for CTE advisory Committees:
- To establish and/or maintain excellent business partnerships
- To have appropriate industry personnel review our curriculum
- To validate the local area job markets
- To provide opportunities for improved job placement
- To assist in providing viable college courses

Specific information with which CTE advisory committee members assist:
- Pay range for entry-level positions
- Specific job skills
- Equipment students should be able to use
- Job vacancies; hiring practices; Industry trends
- On-the-job training opportunities

Types of activities in which CTE advisory committee members might be involved:
- Provide tours of facilities
- Be a guest speaker for MSJC program
- Provide a “job shadowing” opportunity
- Donate equipment and supplies
- Review curriculum and competency lists
- Provide students scholarships/grants; Assist in selection of scholarship recipients
- Recruit additional advisory committee members
- Participate in career and job fairs

Minimum Requirements:
- Be an active participant in an annual CTE advisory committee meeting
- Provide technical assistance and advise periodically as you are available
Appendix B: Sample Career Technical Education (CTE) Advisory Committee Member Interest Form

CTE Advisory Committee Member Interest Form

Date of Interview: ___________________ Course Title: ___________________

Instructor Conducting Interview: __________________________________________

Person Interviewed: _________________ Job Title: _______________________

Company Name: ____________________ Address: _________________________

City: ________________________ CA Zip Code: __________ Phone: _____________

E-Mail Address: ____________________ Company Website: ___________________

Type of Organization:

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Non-Profit Private
☐ Non-Profit Public
☐ Government
☐ Education

Organization’s Labor Market Information

1. How many part-time and full-time employees do you currently employ?
   ____Management   ____Part-time   ____Full-time   ____Seasonal

2. What is your usual turnover per year (enter actual number of staff)?
   ____Management   ____Part-time   ____Full-time   ____Seasonal

3. What entry-level job titles are offered by your organization?
   ____________________________________________________________________

4. What is the starting pay or pay range for entry-level employees at this company?
   ____________________________________________________________________
5. Would you give extra consideration for employment to:

☐ MSJC-trained students  ☐ Applicants with a resume
☐ Applicants with a portfolio  ☐ Other: _______________________

6. In your organization or industry, do you foresee?
   a. Expanding job opportunities in the near future?
   b. Fewer job opportunities?
   c. Employment opportunities staying the same?

7. What upcoming industry trends, changes, or issues will affect training needs or employment opportunities in your organization?

________________________________________________________________________________________
________________________________________________________________________________________

8. What future events will affect this industry in general?

________________________________________________________________________________________
________________________________________________________________________________________

9. What source(s) of information do you rely upon for industry forecasting?

________________________________________________________________________________________
________________________________________________________________________________________

**Course Outline Feedback Questions**

1. Does the course content, as reflected in the course outline, reflect current industry standards?
   ☐ Yes  ☐ No *(Please note any recommendations you have for changes in the answer to number 7 below.)*

2. Does the course content adequately prepare students for entry-level employment in this industry?
   ☐ Yes  ☐ No *(Please note any recommendations you have for changes in the answer to number 7 below.)*

3. Would this course adequately prepare students to perform the tasks required by your company?
   ☐ Yes  ☐ No *(Recommendation for changes or additions can be noted in number 7 below.)*

4. Does your site offer training opportunities for students to become proficient in the skills indicated in the MSJC Course Outline?
   ☐ Yes  ☐ No
5. Do you consider this course a valuable training opportunity for high school and adult students?  
☐ Yes  ☐ No

6. Do you think MSJC should continue to offer this course?  
☐ Yes  ☐ No

7. What changes or additions would you recommend to improve the employability of students who are preparing for work in this field?

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Participation Opportunities for CTE Advisory Members

Please circle ☐ those activities in which the company/person already participates.

Please check ☑ any activities in which your organization would be willing to be involved in the future.

1.  ☐ Provide community classroom training opportunities
2.  ☐ Provide tours of facilities
3.  ☐ Be a guest speaker
4.  ☐ Provide a “job shadowing” opportunity
5.  ☐ Donate equipment and supplies
6.  ☐ Review curriculum and competency lists
7. ___ Provide student scholarships/grants
8. ___ Assists in selection of scholarship recipients
9. ___ Recruit additional advisory committee members
10. ___ Provide a standing advisory committee member for a three-year commitment
11. ___ Participate in career days and job fairs

Other Comments:
Appendix C: Career Technical Education (CTE) Advisory Committee
Member Information Sample Form

CTE ADVISORY COMMITTEE MEMBER INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Agency/Organization:</td>
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<tr>
<td>Address:</td>
<td>City, ZIP</td>
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<tr>
<td>Phone:</td>
<td>Fax:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>

Do you have expertise in any of the following special populations categories?

☐ Disabled
☐ Economically disadvantaged, including foster children
☐ Single parent, including single pregnant women
☐ Displaced homemaker
☐ Educationally disadvantaged, including ESL or English Language Learners
☐ Nontraditional employment (i.e.: woman working in a traditionally male career/field)

What are the most convenient days/times for you to meet? (Circle all that apply)

<table>
<thead>
<tr>
<th>Day</th>
<th>7:30-9:00 a.m.</th>
<th>11:30 a.m. – 1:00 p.m.</th>
<th>3:30 – 5:00 p.m.</th>
<th>5:30 – 7:00 p.m.</th>
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<tr>
<td>Monday</td>
<td>7:30-9:00 a.m.</td>
<td>11:30 a.m. – 1:00 p.m.</td>
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<td>Friday</td>
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<td>11:30 a.m. – 1:00 p.m.</td>
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<td>5:30 – 7:00 p.m.</td>
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Please provide us with information regarding your gender, ethnicity and industry.

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<td>Educational Partners</td>
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<td>• Instructional Support</td>
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**Student Partner**

AS = Asian  
BL = Black, Non-Hispanic  
H = Hispanic  
AI = American Indian/Alaska Native  
W = White, Non-Hispanic  
O = Other (also including unknown and non-respondent)

Please check any areas in which you might assist:

- [ ] Provide a tour of your facility
- [ ] Be a guest speaker for the program
- [ ] Provide facility/staff for the training program
- [ ] Provide a “job shadowing” opportunity for students
- [ ] Provide job market and/or career information
- [ ] Donate equipment and supplies
- [ ] Give advice on specific job skills to be taught
- [ ] Review curriculum
☐ Provide student scholarships or internships
☐ Assist in selection of scholarship recipients
☐ Assist in job market surveys
☐ Recruit additional quality advisory members
☐ Visit the program periodically to observe classroom instruction
☐ Participate in career and job fairs
☐ Provide employment opportunities for graduates
☐ Provide technical assistance (on-call basis)
☐ Provide advice when considering equipment purchases
☐ Recommend MSJC to other employers or advisory members
☐ Other: ____________________________
Appendix D: Sample Invitation to Join CTE Advisory Committee

[DATE]

[NAME/ADDRESS]

Dear [NAME]:

It is a pleasure to invite you to serve on Mt. San Jacinto College’s [NAME OF CTE ADVISORY COMMITTEE]. You were recommended for this committee because of your considerable expertise in this field and your expressed interest in the college program. By accepting this invitation, you will play an integral part in shaping CTE curricula development at Mt. San Jacinto College. Any response or questions should be directed to the Career and Technical Education Office of Special Programs at (951) 487-3435 or smata@msjc.edu.

You will be notified well in advance of meeting dates in order to give you time to adjust your schedule and to prepare materials.

I want to thank you for your interest in Mt. San Jacinto College District. I know that your schedule is often very demanding, and I appreciate your willingness to help the College maintain, enhance, and expand the programs we offer the community.

Best wishes for a productive and challenging experience on the [NAME OF CTE ADVISORY COMMITTEE].

Sincerely,

[DEAN, CAREER and TECHNICAL EDUCATION]
Appendix E: Sample Advisory Committee Member Nomination Request for Approval

Advisory Committee Member Nomination Request for Approval

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<th>Advisory Committee (Discipline)</th>
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<tr>
<td>Nominated By (Name)</td>
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<td>Date Contact Was Made w/Nominee to Confirm Interest</td>
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<td>How Did this Contact Occur?</td>
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<td>Telephone</td>
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### Nominee Information

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<th>Nominee Name</th>
<th>Title</th>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Additional Information or Comments:</th>
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### APPROVALS (Signature and Date Required)

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<th>Department Chair</th>
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<th>Dean, Career and Technical Education</th>
<th>Date</th>
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Please submit completed form to the Career Education, Office of Special Programs
Appendix F: Sample CTE Advisory Committee Meeting Invitation Letter

[Date:]

[Name/Address]

Dear [NAME],

Please consider joining us at a dinner meeting of the [Name of CTE Program] Advisory Committee.

Meeting information:  

Date: xx  
Location: Mt. San Jacinto College (see enclosed map)  
Time: XX

Mt. San Jacinto College is committed to providing state-of-the-art instruction in its Career and Technical programs. The involvement of business, industry, and government in higher education has never been more important. CTE Advisory Committees play an essential role in ensuring high quality Career Education in the San Jacinto and Menifee valleys. Your willingness to commit some of your time and expertise as a participant in the advisory committee process makes a significant difference in the college’s ability to develop and maintain high quality Career Education programs.

Advisory committees meet once or twice a year to review information on college programs and plans, and to provide input on curriculum and program development from a perspective.

As a leader in the community, your participation is very important to us. Enclosed for your review is the agenda for this meeting. We look forward to receiving your advice and recommendations on the agenda topics and other items of interest at the meeting.

We hope that your schedule will permit you to attend. A map is enclosed for your convenience. Please RSVP to [Name and Phone/Email] so that we can plan accordingly. We look forward to seeing you soon.

Sincerely,

[DEAN, CAREER and TECHNICAL EDUCATION]
Appendix G: Sample Flyer

You are Cordially Invited to Attend our Annual Advisory Meeting

Committee: Mt. San Jacinto College – Automotive Technology

Date: Wednesday, October 13, 2010
Time: 5:30 P.M – 7:00 P.M

Mt. San Jacinto College
San Jacinto Campus
1499 N State St
San Jacinto, CA 92583
Bldg 200, Boardroom
951-487-3435

We would love to have you there. We need your input!

RSVP by October 5, 2010 to jdoe@msjc.edu

****PLEASE PLACE THIS INVITE ON YOUR DASHBOARD IN LEIU OF A PARKING PASS ****
Appendix H: Sample Agenda

Automotive Technology
Advisory Committee Meeting
Wednesday, October 13, 2010

5:30pm to 7:00pm
San Jacinto Campus
Boardroom
Bldg 200

I. WELCOME & INTRODUCTIONS
   -Jane Doe

II. CURRICULUM/COURSE OUTLINE REVIEW – Course Name
    -Jane Doe

III. FEEDBACK & FUTURE DIRECTIONS
     -Business/Community Partners

IV. AUTOMOTIVE TECHNOLOGY PROGRAM UPDATE
    -John Doe

V. AUTOMOTIVE TECHNOLOGY-NATEF CERTIFICATION
   -John Doe

VI. CLOSING REMARKS
    -John Doe
Appendix I: Sample Minutes

MSJC
MT. SAN JACINTO COLLEGE

Date:

Time:

Minutes/Recommendations

Discipline

1. The following members were present: (attach a copy of the sign-in sheet)
   - Members
   - Faculty/Staff
   - Absent
2. Welcome and Introductions
   - Meeting called to order at: [TIME]
   - Review of Advisory process and the role of members
   - Objective of this meeting
3. Program Updates
4. Feedback and Future Directions from Business/Community Partners
   - Questions:
   - Recommendation:
   - Advisory Input
5. Progress Report
6. Course Outline/Curriculum Review
7. Labor Market Validation
8. Adjourn at [TIME]

Respectfully Submitted by: _________________________________
Appendix J: Sample Thank you Letter

[DATE]

[NAME AND ADDRESS]

Dear [NAME]:

On behalf of Mt. San Jacinto College, thank you for attending our [NAME OF ADVISORY COMMITTEE] meeting on [DATE OF LAST MEETING]. Attached is a draft of the minutes from the meeting. If you have any comments or corrections, please let me know.

This advisory committee plays a vital role in shaping the direction of the [NAME OF PROGRAM] program at Mt. San Jacinto College and your participation and commitment is invaluable. Please know that we will review recommendations made by the committee and, within the limitation of our resources, we will implement appropriate recommendations.

Again, thank you for your contribution. We look forward to working with you and seeing you again at our next committee meeting, which will be held in the spring [LIST SPECIFIC DATE IF AVAILABLE].

Sincerely,

[DEAN, CAREER and TECHNICAL EDUCATION]
Appendix K: Sample Feedback Survey

Automotive Advisory Committee Survey

Name: _____________________________________
Email: _____________________________________ Phone: __________________

Please take a few minutes to fill out this survey. Your responses will be used for program and course improvement.

1. As a committee member, what expectations do you have regarding MSJC’s Automotive Advisory Committee?

2. What has most impressed you about the Automotive Technology program?

3. What has disappointed you about our program?

4. How many of your employees have been former MSJC students? _____
   a. How many were women? _____
   b. Were they successful in your organization? ☐Yes ☐No
   c. If not, what skills were deficient?

5. As a hiring manager, what advantages does a graduate of our program have vs. a person with only a high school diploma?

6. Are internship opportunities available at your organization? ☐Yes ☐No

   If yes, who can we contact to get more information?

7. If you were helping a young person with a career decision, would you recommend MSJC’s Automotive Technology program? ☐Yes ☐No

8. What equipment or facility improvement do you believe will improve, enhance, or expand the Automotive Technology program?

9. Do you have any questions or concerns that you would like addressed as part of our Advisory meeting?