For More information regarding Career Education Advisory Committee contact:
Mt. San Jacinto College
Career Education
Perkins Coordinator
San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
(951) 487-3435
dosmith@msjc.edu

This project was funded fully or in part by Carl D. Perkins VTEA of 1998 grant 05-C01-035, awarded to Mt. San Jacinto College and administered by the California Community Colleges Chancellor's Office. It is the policy of Mt. San Jacinto College not to discriminate against any person on the basis of race, color, national origin, sex or disability in all of its educational and employment programs and activities.

For more information visit us at: http://career.msjc.info/
Thank you for considering serving as a member of a Mt. San Jacinto Community College Career Education Program Advisory Committee. Advisory Committees play an essential role in ensuring the high quality of our Career Education programs. Your willingness to commit your time and expertise as a member of an advisory committee makes a significant difference in the District’s ability to maintain relevant Career Education and Training programs in the community.

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. The faster technology changes, the more responsive our community college must be in effectively incorporating changes into the instruction so students will be adequately prepared when they enter the workplace. Therefore, we must continuously develop and maintain close relationships with business, government, and industry.

After all, it is you who employ our students. It is important that students meet your standards for success!

Purpose of the Advisory Committee

Career Education Advisory Committees include representatives from business, community-based organizations, and/or government agencies selected to represent broad points of view relative to a specific career educational area. Members should have a strong sense of commitment to the development of the educational program and its students. Members are recognized by the Mt. San Jacinto Community College District Board of Trustees and are invited to advise program faculty in the areas of curriculum, facilities, funding and staffing.

Advisory Committees’ functions may include the following:

- Review past accomplishments and forecast trends affecting training and employment
- Evaluate the occupational relevance and effectiveness of the ongoing college program relative to industry needs
- Provide input into program curriculum/design
- Provide financial, legislative, and moral support
- Assist in establishing standards for selecting equipment and instructional materials as well as securing donations
- Suggest qualifications needed to select technical instructors
- Develop opportunities for students to participate in project-based learning and occupational internships
- Provide employment placement opportunities for students

Advisory Committee Membership

Key factors of actively involved members on Advisory Committees include:

Leadership – Committee members have demonstrated leadership within their occupations 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. For most programs that’s no more than two meetings during the year.

Mr. San Jacinto College Commitment

College representatives of the Advisory Committee:

- Notify members of time and place of meetings
- Assist in preparation and mailing of agenda, minutes, and attachments of items to be discussed
- Arrange meeting place and parking permits, if needed
- Provide statistical and/or descriptive information about the career educational program
- Prepare and file minutes of all meetings in the Mt. San Jacinto Career Education, Dean of Instruction’s office
- Follow-up on committee recommendations

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