

The Professional-Technical Programs receive funding and support through Workforce Development and Basic Studies. For additional information about Workforce Development, and Basic Studies contact 360.475.7555.

[www.olympic.edu/WorkforceDevelopment](http://www.olympic.edu/WorkforceDevelopment)

### Olympic College Mission

We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

Please visit the web to see a description of our Vision and Values at [www.olympic.edu/MVV](http://www.olympic.edu/MVV).



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Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.

# ADVISORY COMMITTEE MEMBER GUIDE

*Thank You!!*



  
**OLYMPIC COLLEGE**

**Workforce Development  
and Basic Studies**

***“Strengthening Our Community by Linking Education and  
Employment to Create a Skilled Workforce”***

A successful advisory committee is one that plans and carries out a program of work. Members must be willing to attend and participate in meetings. Committee members have responsibility to advise, assist, and support activities designed to plan and strengthen educational programs.

**It is important that members:**

- *Attend and participate in all meetings.*
- *Suggest and develop agenda items prior to meetings.*
- *Help to determine committee goals and objectives and ways to achieve them.*
- *Become familiar with the educational system and how professional-technical education fits into the overall educational structure.*
- *Respect the rights and opinions of other committee members.*
- *Accept committee responsibilities.*
- *Decline participation when a conflict of interest is possible.*
- *Identify new technologies to include in program.*

## **Staff Development**

- Provide in-service on current methods and processes for instructors
- Provide instructors with retraining and back-to-industry opportunities for technical upgrading
- Recommend instructors for certification
- Advise the college in the development of qualifications for the hiring of instructors and serve on interview panels when appropriate

## **Community Relations**

- Help increase community awareness of the college's educational programs
- Obtain media coverage for special events
- Present programs to civic and service groups
- Participate in and promote special college events
- Assist in developing and carrying out a local marketing plan for professional-technical education

## **Community Resources**

- Identify community resource people
- Provide tours and field trip experiences
- Provide speakers

## **Recruitment**

- Assist in reviewing instructor selection criteria
- Help recruit advisory committee members
- Assist in recruiting potential students

## **Student Organization**

- Assist in developing competitive skill events
- Judge competitive skill events
- Sponsor student organization activities
- Help arrange for display space to promote student organizations and special events

## **Legislative Process**

- Talk with legislators about educational needs
- Arrange tours of programs for legislators
- Promote legislative support
- Involve legislators in local college events



Welcome!

*Olympic College is pleased to have over 150 community members represented on our 18 advisory committees. Your contribution of time, talent, expertise, and commitment is very much appreciated.*

*With your input and guidance, we are able to ensure our Professional-Technical programs are current, relevant, and continue to meet the needs of business and industry in our community.*

*It is our goal to have a world-class education and training system that supports economic development and contributes our communities' competitiveness.*

*With appreciation,*

Amy C. Hatfield

*Dean for Workforce Development and Basic Studies, Olympic College*

Thank you for volunteering your time and talents as an advisory committee member. You are making a valuable contribution to the education programs at your college. Your participation is very much appreciated.

Today's rapidly changing society and workplace require that instructors and administrators in our education programs work closely with members of their local communities to provide high quality, state-of-the-art professional-technical training.

Advisory committees are organized to provide advice and assistance to instructors and administrators of specific programs.

This guide was written for you, as an advisory committee member, to provide an initial source of information on the purpose and functions of advisory committees.

## **Committee Functions:**

### **Curriculum**

- *Review labor market information to ensure the occupational program area is in demand and that vacancies exist for future employment*
- *Advise the college as to the industry standard or certification required by the occupational area, and/or assist in the development of skill standards where appropriate*
- *Review the content of the professional-technical program and respective courses*
- *Advise the college of changing market conditions, technologies, and employment needs*
- *Advise as to the kinds and balance of theory, technical skill development, production work, and/or realistic enterprise tasks to be accomplished by the students, in order to ensure the most effective and efficient use of instruction time*

### **Program Review**

- *Advise the college as to the adequacy of the physical facilities and conditions of equipment, and prepare recommendations for effecting needed changes*
- *Review program goals and objectives*
- *Participate on program evaluation teams*
- *Compare program accomplishments with program objectives*
- *Compare student performance standards to business and industry standards*
- *Evaluate quality and quantity of graduates and job placement*

### **Job Placement**

- *Organize student/employer conferences*
- *Notify instructors of job openings for students*
- *Provide students with cooperative work experiences*
- *Promote potential cooperative work sites with other employers*
- *Assist students in developing interviewing skills*
- *Conduct occupational surveys*
- *Hire graduates and program completers*



The advisory committee should be directed by an annual written program of work that reflects a committee consensus on the needs of the program and the requirements of the business community. With this program of work, advisory committees can maximize their effectiveness by focusing upon activities that will improve the quality of the education process.

Each advisory committee develops its own program of work based on the needs of the program served. This guide outlines nine major functions the committee may wish to consider as they plan their program of work. In addition, there are a number of activities that relate specifically to each function. These functions and activities are not all-inclusive and should be viewed as possible items for consideration. Committee members may also wish to consider other functions and activities.

The primary purpose for advisory committees is to promote greater cooperation between the educational environment and industry in preparing individuals for employment, promoting quality professional-technical education, and making the educational delivery system more responsive to the labor market.

Advisory committees are made up primarily of private & public sector members who volunteer their time, talent, and knowledge to help plan and strengthen educational programs. Each committee usually serves a specific program. Following is a list of the professional-technical advisory committees at Olympic College:

BUSINESS MANAGEMENT  
BUSINESS TECHNOLOGY  
COMPUTER INFORMATION SYSTEMS  
COSMETOLOGY  
CULINARY ARTS  
EARLY CHILDHOOD EDUCATION  
ELECTRONICS  
HUMAN SERVICES  
INDUSTRIAL TRADES TECHNICIAN  
MANUFACTURING  
MEDICAL ASSISTING  
MILITARY EDUCATION  
NURSING  
ORGANIZATIONAL LEADERSHIP &  
RESOURCE MANAGEMENT  
PHYSICAL THERAPIST ASSISTANT  
TECHNICAL DESIGN  
WELDING  
WORKFORCE DEVELOPMENT

# Role of Advisory Committees

Advisory committees have three major roles in quality professional-technical education:

- Advise
- Assist
- Provide support and advocacy

It is through these roles advisory committees work with instructors and administrators to initiate policies, procedures, and methods that help plan and strengthen legislative authority.

Jobs and job requirements are constantly changing due to the rapid growth of science and technology. The success of any program depends on how well it meets the employment needs of the community and the educational needs and interests of students. Business and community leaders have a shared responsibility in defining their requirements, assisting in establishing realistic committee goals, and making appropriate recommendations.

By becoming more aware of these needs, instructors and administrators can better respond by providing them with appropriate programs and services. Through the advisory committee process, a cooperative relationship is developed to better serve the interests of both the student and the community.

Improving the quality of education is directly related to the degree of involvement, participation, and commitment by advisory committees. The attitudes and actions of instructors, administrators, and advisory committee members are critical to the effectiveness, value, and success of the committee. Unless committee members sincerely believe in the concept of advisory committees and are willing to work cooperatively for the betterment of educational programs, it will be difficult for the committee to be effective.

Conversely, the advisory committee that is well organized, exhibits leadership, keeps the committee's purpose in mind, and expects results can be of great value with a small amount of effort.

# Role of Advisory Committees