This handbook was developed for College of DuPage Career and Technical Education (CTE) advisory committee members and COD administrators and faculty involved with the organization and operation of COD CTE advisory committees. The handbook provides guidelines, recommendations and suggestions in establishing and sustaining an effective and functional advisory committee.
# College of DuPage
## Career and Technical Education Program
### Advisory Committee Handbook

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Critical Mission, Strong Values

In order to fulfill our duty as responsible stewards of a valuable resource, we profess the following statements as guiding principles in all that we hope to achieve in service of the community at large.

Vision

College of DuPage will be the primary college district residents choose for high quality education.

Mission

The mission of College of DuPage is to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education.

Values

INTEGRITY

We expect the highest standard of moral character and ethical behavior.

HONESTY

We expect truthfulness and trustworthiness.

RESPECT

We expect courtesy and dignity in all interpersonal interactions.

RESPONSIBILITY

We expect fulfillment of obligations and accountability.
Career and Technical Education Advisory Committees

Introduction and Purpose

In Career and Technical Education (CTE), advisory committees are groups of program stakeholders whose experience and abilities represent a cross section of a particular occupational area or program. They are selected to advise educators on the design, development, operation, evaluation, and revision of CTE programs. Advisory committees are indispensable in identifying current and future occupational skills, knowledge and goals and often provide input and assistance in the areas of curriculum and instruction, program development, program review, community and public relations, resource development, and legislation. Effective advisory committees provide on-going support to ensure that the CTE program is of high quality, is relevant and meets the needs of the community and the workforce.

An advisory committee is composed of knowledgeable, committed, and active members, who provide viewpoints which are invaluable to the success of the Career and Technical Education program. Advisory committees provide a vital link between the career and technical education program and the workforce. Committee members representing business, industry, labor, education and the general public bring unique perspectives to career and technical education programs.

Advisory committees serve in an advisory capacity only. They do not have administrative or governing authority. Nevertheless, their work is important to the effective operation of a Career and Technical Education program. Programs with a close association and collaboration with business, industry, labor, secondary/postsecondary education partners, and the general public are usually more successful than those that do not have such an association.

Effective utilization and input of advisory committees is a key element to the success of any Career and Technical Education program. Although an advisory committee usually has significant influence on decisions affecting a Career and Technical Education program, its members must clearly understand that their role is that of an advisor and not that of an administrator.

The main purpose of a CTE Advisory Committee is to strengthen the career and technical education program by making recommendations for program improvement and by providing technical assistance to ensure the most up-to-date curriculum content, appropriate applications of technology, and the implementation of new teaching strategies.

The purpose of this handbook is to provide helpful information on establishing and sustaining an effective CTE advisory committee and maintaining a productive and mutually beneficial relationship with that advisory committee.
COD Career Pathways (Perkins/ICCB)

The legislation that partially funds and supports Career and Technical Education is the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). Perkins Funding for postsecondary career and technical programs in Illinois is distributed and administrated through the Illinois Community College Board (ICCB). One of the requirements for receiving these funds is to focus on continuously improving programs to facilitate the academic achievement of CTE students through strengthening the connections between secondary and postsecondary education; restructuring the way stakeholders – high schools, community colleges, universities, business and industry, and parents work together and to increase state and local accountability standards.

Illinois Career Cluster Framework

College and career success is critical to our national and state economy and has become a national priority. Career and Technical Education has been central to this call for greater college completion and the credentials that CTE provides to both traditional and nontraditional student populations and has emerged as one of the most important elements in the completion agenda throughout the country. The Illinois Programs of Study (POS) framework uniquely positions the state to achieve the goal of fully articulated curriculum from secondary to postsecondary education. In 2009, the Office of Community College Research and Leadership (OCCRL), in collaboration with the Illinois Community College Board (ICCB) and the Illinois Center for Specialized Professional Support (ICSPS), created the Illinois Programs of Study Guide to provide information to stakeholders on the implementation of career clusters, pathways, and Programs of Study. It also serves as a resource in understanding Illinois’ adoption of the National Career Cluster Framework.

Career Clusters

Career Clusters are groups of occupations and industries that have in common a set of foundational knowledge and skills. There are 16 nationally recognized clusters, within which are multiple career pathways. Additional information on the National Career Cluster framework can be found at https://careertech.org/career-clusters.

Career Pathways

Career Pathways are multi-year programs of academic and technical study that prepare students for a full range of postsecondary options within each of the 16 clusters. Currently, there are 79 nationally recognized pathways, each with specific knowledge and skills.

Programs of Study

Programs of Study are sequences of courses that incorporate a non-duplicative progression of secondary and postsecondary elements which include both academic and career and technical education starting no later than 9th grade with potential to earn credentials, certificates, and/or degrees.
Career Clusters at College of DuPage

College of DuPage participates in the national initiative of Career Clusters, intended to help states and educational institutions organize their programs and career exploration activities around theme/skill/knowledge-based continuity concerns. This allows students to explore like-kind occupational/vocational and career possibilities with a focus on opportunities. The 16-Cluster format used by the U.S. Department of Education encompasses all 970-plus occupations. Using the Career Clusters, College of DuPage offers direction to students who may not yet know what they want to do but have an idea of their academic strengths and interests. It allows students, prospective and current, along with the community at-large to see the similarity between different fields. It also focuses on promoting the seamless transition of coursework between areas of studies and progression from high school to College of DuPage and through College of DuPage to a college or university.

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<th>Information Technology</th>
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<td>Architecture &amp; Construction</td>
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<td>Information Technology</td>
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Current COD Career and Technical Programs 2016-2017

College of DuPage currently offers over 50 Career and Technical Education programs in a broad range of fields and disciplines. Each program area has an operational CTE Advisory Committee that meets minimally twice a year. Listed below are the current COD CTE Degree and Certificate programs. The programs below are linked to the COD Career and Technical program pages and the Degree and Certificate listed underneath them are linked to the degree and certificate Program Information Sheets. If you are viewing this document on a device that can access a web browser, you should be able to view the web pages by right clicking on the link and selecting Open Hyperlink.

**Accounting**
*Degree*: Accounting  
*Certificates*: Accounting Bookkeeping; Paraprofessional Accountant; and Advanced Accounting.

**American Sign Language Interpreter**
*Degree*: American Sign Language Interpreter  
*Certificates*: American Sign Language; and American Sign Language Interpreting.

**Anesthesia Technology**
*Degree*: Anesthesia Technology

**Anthropology**
*Certificate*: Business Anthropology

**Architecture**
*Degrees*: Architectural Technology; Construction Management; and Pre-Architecture Technology.  
*Certificates*: Architectural Technology; and Pre-Architecture Technology.

**Automotive Service Technology**
*Degree*: Master Automotive Service  
*Certificates*: Automotive Service Management; and Master Automotive Service.

**Cancer Registry Management**
*Certificate*: Cancer Registry Management

**Computer Information Systems**
*Degrees*: Application & Technical Support Specialist; Game Animation and Design; Game Design and Development; Game Programming and Development; and Software Development.  
*Certificates*: Business Productivity Software; C++Language Proficiency; Database Proficiency; Enterprise Database Proficiency; Game Design and Development; Game Programming and Development; iPhone/iPad Developer Proficiency; JAVA Language Proficiency; LINUX; Spreadsheet Proficiency; UNIX Proficiency; Visual BASIC Language Proficiency; Web Programmer; Web Technician; and Windows Network Administration.

**Computer and Internetworking Technologies**
*Degrees*: Computer and Internetworking Technician; and Information Systems Security Training (INFOSEC) 4011.  
*Certificates*: Computer and Internetworking Technician; Cisco Certified Network Associate (CCNA) Security; Interworking Technician; Information Systems Security Training (INFOSEC) 4011; Network Professional; System Support Specialist; CompTIA A+ and Network+ PC Technician; and Voice Over IP Telephony.
Current COD Career and Technical Programs 2016-2017 (continued)

**Cosmetology**
**Degree:** Cosmetology  
**Certificates:** Cosmetology; and Nail Technology.

**Criminal Justice**
**Degrees:** Criminal Justice; and Homeland Security.  
**Certificates:** Criminal Justice; Emergency Management; Forensic Criminal Investigation; Homeland Security; and Private Security.

**Culinary Arts**
**Degrees:** Baking & Pastry Arts; Culinary Arts; and Culinology & Food Science.  
**Certificates:** Baking & Pastry Arts; and Culinary Arts.

**Dental Hygiene**
**Degree:** Dental Hygiene

**Diagnostic Medical Imaging Nuclear Medicine**
**Certificate:** Nuclear Medicine Technology

**Diagnostic Medical Imaging Radiography**
**Degree:** Diagnostic Medical Imagining Radiography  
**Certificates:** Cardiac Interventional Radiography Specialist; Computed Tomography (CT); and Mammography.

**Diagnostic Medical Imaging Sonography**
**Degree:** Diagnostic Medical Imagining Sonography  
**Certificates:** Diagnostic Medical Imagining Sonography; and Diagnostic Medical Vascular Sonography.

**Early Childhood Education and Care**
**Degrees:** Early Childhood Education & Care; and Early Childhood Administration.  
**Certificates:** Early Childhood Education & Care; Early Childhood Assistant Teacher; Administration of an Early Childhood Center; Family Child Care Provider; Multicultural Education & Care for the Young Child; School-Age Child Care; and Infant, Toddler & Two-Year Old Child Care.

**Earth Science**
**Certificate:** Weather Hazards and Preparedness

**Education - Teacher Preparation**
**Certificates:** Paraprofessional in Education; and Teaching On-line Utilizing Technology.

**Electro-Mechanical Technology**
**Degrees:** Electrician Apprenticeship; and Electro-Mechanical Technology.  
**Certificates:** Electrician’s Preparation; Mechanical Maintenance; Advanced Multi-skilled Technician; Process Control Instrumentation; Programmable Controllers; and Mechatronics Technology (MET).
Electronics Technology

Degrees: Biomedical Engineering Technology; Electronics Engineering Technology and Integrated Engineering Technology (InET).

Certificates: Electronics Technology; Digital Logic Devices Programming; Electricity & Electronics Technology; Industrial Controls & Automation; Radio Frequency (RF); and Renewable Energy Technology.

English

Certificate: Technical Communication

Eye Care Assistant

Certificate: Eye Care Assistant

Facility Management

Certificates: Facility Management General; and Facility Management Technician.

Fashion Studies

Degrees: Fashion Design; and Fashion Merchandising.

Certificates: Fashion Design; Fashion Entrepreneurship; and Fashion Merchandising.

Fire Science

Degrees: Emergency Medical Services; and Fire Science Technology.

Certificates: Emergency Medical Technician; Fire Fighter; Fire Officer; Fire Prevention; and Paramedic.

Geography

Certificate: Geographic Information Systems (GIS)

Graphic Design

Degrees: Graphic Design; Interactive Media.

Certificates: Graphic Design Level 1; Graphic Design Level 2; and Web Design.

Health Information Technology

Degree: Health Information Technology

Certificates: Acute Healthcare Coding; Ambulatory Coding; and Physician Office Coding and Billing.

Health Sciences

Certificates: Non-Invasive Electrocardiography Technician; Phlebotomy/EKG; and Pharmacy Technician.

Hearing Instrument Dispensary Program

Certificate: Hearing Instrument Dispensary Program

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR)


Certificates: Energy Audit & Analysis; HVAC&R Service Technician; and Stationary Operator.
Current COD Career and Technical Programs 2016-2017 (continued)

**Horticulture**

**Degrees:** Horticulture; Landscape Contracting/Management; and Sustainable Urban Agriculture.

**Certificates:** Floral Shop Management; Greenhouse Management; Horticulture; Landscape & Turf Maintenance; Landscape Design & Construction; Nursery & Garden Center Management; Power Equipment & Technology; Sustainable Landscapes; and Sustainable Urban Agriculture.

**Hospitality & Tourism**

**Degrees:** Hospitality Management; Meeting & Event Planning; Restaurant Management; and Travel & Tourism.

**Certificates:** Hospitality Foundations; Hospitality Management Operations; Hospitality Sales & Marketing; Meeting & Event Planning; Resort Management; Restaurant Management; Travel & Tourism Foundations; Travel & Tourism Professional; and Wine Appreciation & Knowledge.

**Human Services**

**Degrees:** Addictions Counseling; and Human Services Generalist.

**Certificates:** Addictions Counseling; Applied Gerontology; Corrections Counseling; Developmental Disabilities; Domestic Violence; Fund Development in Human Services; Human Services Generalist; Mental Health First Aid; Psychiatric Rehabilitation; Residential Child Care; and Veteran Counseling.

**Interior Design**

**Degree:** Interior Design

**Certificates:** Interior Design Computer Applications; Interior Design Lighting; Kitchen & Bath Design; and Sustainable Interior Design.

**Library and Information Technology**

**Degree:** Library & Information Technology

**Certificate:** Library & Information Technology

**Long-Term Care Administration**

**Certificate:** Long-Term Care Administration

**Magnetic Resonance Imaging Technology**

**Certificate:** Magnetic Resonance Imaging (MRI) Technology

**Management**

**Degree:** Management

**Certificates:** Business Environment & Concepts; E-Commerce; Entrepreneurship; Management; Organizational Leadership; and Supervision.

**Manufacturing Technology**

**Degrees:** Automated Manufacturing Systems; Drafting/Design; and Manufacturing Engineering Technology.

**Certificates:** Automated Manufacturing Systems; CNC Operations; Computer-Aided Design; Drafting/Design; Manufacturing Skill Standards (MSSC); Manufacturing Technology; Mold Making; and Tool & Die Making.

**Marketing**

**Degree:** Marketing

**Certificates:** Consumer Marketing; and Marketing.
Current COD Career and Technical Programs 2016-2017 (continued)

**Medical Assistant**
**Degree:** Medical Assistant  
**Certificate:** Medical Assistant

**Motion Picture/Television**
**Degrees:** Animation; Digital Broadcast Journalism; Film/Video Production; and Motion Picture/Television Production.  
**Certificates:** Animation; and Motion Picture/Television.

**Music**
**Degree:** Music Business  
**Certificate:** Audio Production

**Nursing**
**Degree:** Associate of Applied Science in Nursing  
**Certificates:** Basic Nursing Assistant (BNA) Training; Practical Nursing; and Practical Nursing for Military Medical Corpsman.

**Office Technology Information**
**Degrees:** Administrative Assistant & Meeting/Event Planning; Administrative Support Specialist; and Executive Assistant.  
**Certificates:** Administrative Assistant & Meeting/Event Planning; Administrative Support Essentials; Administrative Support Specialist; Medical Office; Office Technology Specialist; and Word Specialist.

**Paralegal Studies**
**Degree:** Paralegal Studies  
**Certificate:** Paralegal Studies

**Photography**
**Degree:** Photography Technology  
**Certificate:** Photography Technology

**Physical Education**
**Certificates:** Fitness Instructor; and Sports Performance Training.

**Physical Therapist Assistant**
**Degree:** Physical Therapist Assistant

**Polysomnography**
**Certificate:** Polysomnography

**Radiation Therapy**
**Certificates:** Proton Therapy Advanced Certificate and Radiation Therapy.

**Respiratory Care**
**Degree:** Respiratory Care
Current COD Career and Technical Programs 2016-2017 (continued)

**Sociology**
*Certificate*: Foundations of Data Science

**Speech Language Pathology Assistant**
*Degree*: Speech-Language Pathology Assistant

**Surgical Technology**
*Degree*: Surgical Technology
*Certificates*: Central Processing Distribution Technician; Perioperative Nursing; Surgical Assistant; and Surgical Technology.

**Welding**
*Degree*: Welding Technology
*Certificates*: AWS Sense 1; and Welding.
Career and Technical Education Advisory Committees

Membership

Membership composition should provide a broad perspective that allows persons with differing backgrounds the opportunity to collaborate and provide input and advice. Most CTE programs enjoy greater benefits when the CTE Advisory Committee include a variety of representatives providing their perspectives on the needed skills, knowledge, competencies and support required for successful program graduates and to provide additional insight on emerging trends in the workforce and the community’s employment needs.

The size of each CTE Advisory Committee will vary, however, it should be large enough to reflect the diversity of the community, yet small enough to be manageable and effective. It is recommended that CTE Advisory committees should have 7-15 members.

Qualifications and Composition

The College establishes separate program advisory committees for each career and technical education program or cluster of closely related programs. The following are descriptions of member qualifications:

1. The advisory committee is composed of persons who represent the demographics of the College’s service area, as well as the occupational field, and who are familiar with the knowledge, as well as the psychomotor and affective skills used in occupations for which education is being provided.

2. Members are drawn from the public and private sectors, with emphasis on business, industry and labor membership. Membership also represents the needs of special population students.

3. Career & Technical education program advisory committee members should represent a wide range of stakeholders including, but not limited to: secondary education and higher education, business and industry and recent alumni.

4. Full-time faculty and staff of the College including part-time faculty who hold full-time positions within the career field may be members of the committee.

5. Each program advisory committee member advises in curriculum development and program revisions relative to current and future trends in the field, equipment acquisition, external learning experiences and student employment and placement.

6. Other characteristics desirable in a committee member include:
   a. Interest in the specific goals of the program as an employer, consumer or practitioner;
   b. Competency and experience in the career area;
   c. Adequate time available to participate in the advisory committee activities;
   d. Willingness to share advice and concerns with College personnel.

7. Students and consumers may also be represented on advisory committees.
**Term of Office/ Commitment**

Committee Members will commit to serve on the Advisory Committee for two years. If the member remains active and committed to the CTE program they may remain on the committee for additional two-year periods.

**Reimbursement**

Service on advisory committees is voluntary and without compensation.

**Identification of New Members**

Potential new members may be recommended by other CTE Advisory Committee members, Program Coordinators, faculty members, or college administration. The recommendation is then submitted to the Program Coordinator with the following information: Name, title, company name, address (business), and phone number. The Program Coordinator will prepare a letter (including copying the Associate Dean) formally inviting the individual to join the CTE Advisory Committee (See Appendix D).

**Orientation of New Members**

The Program Coordinator, shall welcome and orient new members to the CTE Advisory Committee. The Program Coordinator (or appropriate faculty member) from the CTE program should personally contact new members to welcome them and respond to any of their questions. In addition, the Program Coordinator will send a welcome letter to the new committee member that includes the following information:

- Current list of committee members.
- Meeting schedule
- Previous minutes and agendas
- CTE Advisory Committee Handbook
- Member demographic inquiry form
Career and Technical Education Advisory Committees
Functions and Expectations

Advisory committee members are representatives from business/industry, education and program related community who volunteer their time and energy to assure quality CTE instructional programs. This outline of general functions is presented with the understanding that requests for time and effort from the advisory committee members are reasonable in nature. Following are some specific functions:

- Serve as a communication liaison between College and the business/industry and community groups to relate instruction to the current and future needs of the community.
- Review current curriculum and provide input on recommended changes.
- Assist in new program development and program revisions.
- Validate the specific skills/workplace competencies required of graduates and suggest related information and general education content for the course/program.
- Offer suggestions for the selection of equipment, software and other instructional materials.
- Assist in the selection and acquisition of equipment, supplies and other donations from the community.
- Recommend potential instructors.
- Assist in relaying information about current job openings to students and graduates of the program.
- Identify local business/industry leaders who will provide students with external learning experiences, employment and placement opportunities.
- Inform the College of changes in the labor market: specific needs, surplus/shortages of personnel, national/regional trends, etc.
- Review goals and objectives of the program curriculum.
- Review the adequacy of existing college facilities and equipment.
- Assist in promoting and publicizing the program to the community, business and industry.
- Support program accreditation process and may perform additional duties and functions in accordance with guidelines from specialized accrediting agencies.
Advisory Committee Meetings/ Minutes

CTE Advisory committees should be held a minimum of once a semester. However, it is recommended that contact with committees be maintained throughout the year via e-mail, fax phone, or video conference. During the development of new programs, advisory committees should meet more frequently.

Meeting Agendas should be distributed to committee members prior to the scheduled meetings. All meetings of the advisory committee should be recorded and distributed to committee minutes.

Following the template included in the Appendix, the minutes should include the following:

- Identification of committee members (name, title, and affiliation);
- An indication of the committee members' presence or absence from the meeting;
- The names and titles of others present at the meeting; and
- Evidence that business/industry partners have taken an active role in program discussions.

Minutes must be maintained and available in college files.
Appendix A: Sample Invitation to Join CTE Advisory Committee

[DATE]

[NAME/ADDRESS]

Dear [NAME]:

It is a pleasure to invite you to serve on the College of DuPage’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 the College of DuPage. Any response or questions should be directed to the [NAME OF PROGRAM COORDINATOR] at (630) 942-xxxx or name@cod.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 assisting the College of DuPage in this capacity. 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,

[NAME OF PROGRAM COORDINATOR], [PROGRAM NAME]

CC: [NAME OF ASSOCIATE DEAN], [ASSOCIATE DEAN TITLE]

Note – letter should be printed on College Letterhead
# Appendix B: Sample Membership List Template

**College of DuPage**  
**Advisory Committee Membership**  
**Academic Year:**  
**Program/Discipline:**

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<tr>
<th>Name</th>
<th>Title</th>
<th>Employer</th>
<th>Street/PO Box Mailing Address</th>
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| Date: |
| Time: |
| Location of Meeting: |

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<thead>
<tr>
<th>Members Present (full names) and Expertise/Area Represented:</th>
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<tr>
<th>College of DuPage Administrators/Staff Present (names and titles):</th>
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<tr>
<th>Meeting Facilitator (name):</th>
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<tr>
<th>The Minutes:</th>
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Meeting called to order and approval of the agenda:

Minutes approved from the last meeting:

*Structure the minutes to follow each item on the agenda:*

Under each item, list the key outcomes resulting from the discussion. Include the follow-up to occur by specific committee members before the next scheduled meeting of the committee. Don’t have the minutes get loaded with minutia and quotes from members by name. If a formal motion is made for action, record who made the motion and who seconded it; followed by the results of voting committee members, i.e., those in favor, opposed, and abstentions.

*On the agenda, always include time for questions and in the minutes a record of questions asked by committee members and suggestions for future agenda items.*

<table>
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<tr>
<th>Concluding the Minutes:</th>
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Date:
Time:
Location of the next Committee Meeting:

Proposed agenda items:

Time that this meeting was adjourned:

Minutes prepared by (full name and date):
Appendix D: College of DuPage CTE Advisory Committee Survey

Program Advisory Committee Survey 20XX

Thank you for serving on one of the Program Advisory Committees at the College of DuPage. Program advisory committees play an integral role in maintaining strong, viable and relevant Programs of Study. We appreciate your willingness to share your expertise and assist us in supporting high quality educational and career opportunities for students in our district.

The survey should take less than ten minutes to complete and will assist us in continuing program improvement and student success.

1. Please select the Program of Study where you currently serve as a member.
   (Please select only one - if you are currently a member for more than one program, please complete a separate survey for each program)

   Other (please specify)

2. Advisory committees members are selected and appointed to represent a cross section of the community, business and industry, educational institutions and current and past students impacted by their respective programs. Which of the following stakeholders best describes your role on the committee.

   - Business or Industry
   - District High School
   - College of DuPage
   - Other College or University
   - Community Based Organization or Agency
   - Current or Past Program Students
   - District Resident

   Other (please specify)
How long have you served on this Advisory Committee?

- [ ] This is my first time
- [ ] 1 year
- [ ] 2 years
- [ ] 3-5 years
- [ ] 6-9 years
- [ ] 10 or more years

Based on your experience as an advisory committee member for this Program of Study at the College of DuPage, how would you rate the following statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Agree</th>
<th>Neither Agree or Disagree</th>
<th>Disagree</th>
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<tbody>
<tr>
<td>I understand the role and function of this Advisory Committee.</td>
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<td>I feel I was adequately oriented to my role as an advisory committee member.</td>
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<tr>
<td>Members are notified of meetings in a timely fashion.</td>
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<tr>
<td>This Advisory Committee meets at least twice a year.</td>
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<tr>
<td>Agendas and discussion materials are prepared and distributed in advance of each meeting.</td>
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<tr>
<td>Committee meeting minutes are maintained, distributed and approved.</td>
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<tr>
<td>Committee meetings are well attended by members</td>
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<tr>
<td>Committee members have ample opportunities to contribute and share expertise and feedback at meetings.</td>
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<td>Committee members are publicly recognized for their service.</td>
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<tr>
<td>I feel that this Advisory's Committee input and feedback are valued by the College.</td>
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<td>I feel satisfied with the activities and accomplishments of this Advisory Committee.</td>
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<td>I feel my time and effort are well spent in serving as a member of this Advisory Committee.</td>
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<td>Other (please specify)</td>
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</table>
Based on your experience with this Advisory Committee, please indicate which of the following activities have been assigned or included as committee work:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes, currently included</th>
<th>No, but would be interested to include</th>
<th>No, and would not be interested to include</th>
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<tr>
<td>Review current curricula and recommends modifications where appropriate</td>
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<td>Discuss student program learning outcomes</td>
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<tr>
<td>Identify program competency levels and performance standards</td>
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<td>Identify and recommend integration of employability skills in curriculum</td>
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<td>Review and recommend instructional equipment, supplies and software</td>
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<td>Discuss changes in the workforce and anticipate future needs</td>
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<td>Discuss emerging trends in the occupation (5-10 years)</td>
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<tr>
<td>Review Program goals and objectives</td>
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<td>Discuss student enrollment trends</td>
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<td>Review student outcomes performance (completion rates; job placement: certification rates; etc.)</td>
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<td>Assure that programs are up-to-date and technologically current</td>
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<td>Review secondary and postsecondary articulation agreements and opportunities</td>
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<tr>
<td>Recommend or provide students with cooperative learning opportunities and/or internships</td>
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<td>Recommend or provide full or part time employment to current students or graduates</td>
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<tr>
<td>Judge student program competitive skill events</td>
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<td>Judge student capstone or portfolio projects</td>
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<tr>
<td>Assist in recruiting qualified instructors for the program</td>
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<td>Assist in recruiting new students</td>
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<tr>
<td>Assist in recruiting new advisory team members</td>
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<td>Other (please specify)</td>
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6. Many Advisory Committees struggle with finding convenient meeting times and locations that satisfy all of the committee members schedules. How would you consider the following options when scheduling future committee meetings?

<table>
<thead>
<tr>
<th>Option</th>
<th>Definitely consider</th>
<th>Might or might not consider</th>
<th>Would not consider</th>
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<td>Early Morning Breakfast Meetings</td>
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<td>Meeting held at one of the business/industry member locations</td>
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<td>Virtual Meeting (on-line gathering of members - On-line Meeting Tools)</td>
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<td>Audio Conferencing (members unable to come in person - phone in)</td>
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Other (please specify)

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7. What specific actions can be taken to improve the Program Advisory Committee member experience at the College of DuPage?

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8. What suggestions do you have for improving the overall effectiveness of your Advisory Committee?

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9. Given your experience as a Program Advisory Committee Member what advice would you provide a new Advisory Committee member?

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Thank you for your participation in this survey. We appreciate your time and value your input and feedback. If you have any questions regarding this survey or would like additional information, please email Jonita Ellis, Coordinator of Academic Assessment & Reporting, Academic Affairs at ellisjo@cod.edu or contact her at 630 (942-3228).
ACKNOWLEDGEMENTS & REFERENCES

As is the case with most successful projects and their products, they are the result of great cumulative and collaborative efforts of various groups of stakeholders. This handbook is no exception. This handbook was developed through the work and review of an Ad-hoc CTE Advisory Committee Working Team comprised of CTE faculty and staff: Robert Clark, David Ellis, Jonita Ellis, Karen Solt, Donna Stewart and Shelly Thacker. Resources were collected and reviewed from a variety of different state and CTE postsecondary sources as noted below. The Team gratefully acknowledges its appreciation for the use of such materials in the creation and development of this handbook.


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