



ACADEMIC SUPPORT PROCEDURES-SECTION 400

NUMBER: 420

SUBJECT: OCCUPATIONAL ADVISORY COMMITTEE PROCEDURES

LAST REVIEWED: 3/31/2023

EXECUTIVE COMMITTEE APPROVAL: 4/17/2023

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420.1 PURPOSE

- 1.1 Advisory meetings are a critical component of program creation and maintenance. They ensure validity and relevance of programs. They also validate employer need for trained workers in the program industry.
- 1.2 The primary objective of advisory meetings is to ensure that desirable, relevant, and current practices of each occupation are taught (COE Handbook of Accreditation, page 90)
- 1.3 This objective is accomplished by meeting at least annually with advisory committee members to gather updates and projections of changes within the industry, and to assess the program completion requirements, as an indicator of complete preparedness.
- 1.4 The Council on Occupational Education (COE) requires Occupational Advisory Committees be established for every accredited program listed on the Approved Programs List for the College.

420.2 ADVISORY MEETING REQUIREMENTS

- 2.1 Each program must conduct at least one face-to-face meeting annually.
- 2.2 Meetings are held on a calendar year schedule.
 - 2.2.1 Program Directors determine a four to six-week span when advisory meetings for their department will be held.
- 2.3 Three members must attend every meeting.
 - 2.3.1 At least two of the three required external members must be physically present (one or more external members may be virtually present).
 - 2.3.2 Virtual attendance of members must be in synchronous format

- 2.3.3 Each employer must sign in on the provided paper roll or on the virtual roll.
- 2.3.4 The committee may have multiple members from the same business and location, but only one of those may be counted as one of the three qualified members. If more than one advisory member in attendance is from the same business, they can all be listed as “Advisory Members in Attendance”
- 2.4 An agenda will be sent out prior to the meeting, with agenda items, and a consent agenda of informational type items for approval.
- 2.5 The committee must review the program no less than once annually and provide the college with state-of-the-industry updates/information and projections of changes that may occur within the industry that committee members represent.
- 2.6 Occupational advisory committees assess program graduation requirements as an indicator of the level of completer preparedness
- 2.7 Each meeting follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.

420.3 ADVISORY MEMBER REQUIREMENTS

- 3.1 Advisory members must have expertise in the occupational field(s) for which the program prepares students.
 - 3.1.1 The employer job title must indicate a level of experience that would qualify them as an industry expert.
 - 1. Examples: Chairman, President, Owner, CEO, CFO, Vice President, HR Director, Project Manager, Director, Manager, Lead Supervisor, Foreman, Industry Credential in the field, etc.
 - 2. Each advisory member is sent a biography survey to collect and verify the level of their experience.
 - 3. Advisory members must not be relatives of MTECH employees.
 - 3.1.2 Employer Advisory Members can be among the potential employers who complete the COE Employer Program Verification (EVF) Form, but only if they serve in a job role that gives them working knowledge of local salaries, such as Human Resources manager.
- 3.2 Advisory members serve as contacts for the faculty, who must maintain relationships with local employers in their technical field through visits and personal contacts. These people may donate equipment, supplies, their time, or their advice.

- 3.3 Advisory members may serve on more than one committee, as long as potential members meet the COE Qualification requirements.
- 3.4 Employer Program Verification Forms (EVF's) may be collected during advisory meetings.
- 3.5 Advisory members must work in the service area covered by the program:
 - 3.5.1 MTECH serves Utah, Wasatch and Summit County.
 - 3.5.2 All advisory meetings must have members from Utah County serving on the advisory board.
 - 3.5.3 If classes are also taught in Wasatch and Summit County, there must be at least one board member representing those areas in attendance.

420.4 REQUIREMENTS FOR FILLING OUT EMPLOYER PROGRAM VERIFICATION FORMS

- 4.1 All COE approved programs must have three potential employers of program graduates complete an Employer Program Evaluation Form, verifying the range of remuneration for those who enter this field.
 - 4.1.1 This form must be signed by a bona fide employer who is in a position to make hiring decisions.
 - 4.1.2 The person completing the Employer Program Verification Form may or may not be a member of the Occupational Advisory Committee.

420.5 RESPONSIBILITIES OF THE INSTRUCTIONAL DEPARTMENT

3.1 Prior to Meeting:

1. Update all changes to advisory rosters by January 15 for spring meetings, and by July 15 for meetings held in the fall.
2. All information for members should be completely filled in. Guest lists should be cleared regularly.
3. Email Save the Date at least 30 days prior to meeting.
4. Make room and meal arrangements.
5. Send google invitation 2 weeks prior to meeting date
 - a. Attach prior meeting minutes for review.
6. Send email and/or text reminder message 2 days prior to meeting.

3.2 At Meeting:

1. Ensure that all advisory members sign the roll, and check contact information for accuracy
2. Have virtual members sign in, and screenshot it or record the meeting.
3. Take minutes of discussion including recommendations and state-of-the-industry comments.
4. If desired, set a tentative date for the next meeting
5. EVF is filled out and signed by a bona fide employer who is in a position to make hiring decisions.
 - a. Explain the importance of EVF's and that all blanks be filled out.
 - b. Wages must be annual. To convert hourly wage to annual wage, take hourly wage and multiply it by 2080 hours.
 - c. Collect all EVF's and check that all information is correct and filled out, including signature and date.
 - d. If three qualified members are not able to sign EVF forms, additional EVF forms must be signed and gathered before the end of the current reporting year.
6. Substitutes attending in the place of a committee member should be listed in the advisory section, not the guest section.

3.3 After the Meeting:

1. Minutes should be completed within two weeks of meeting and be dated and signed by the person who transcribed the meeting minutes
 - a. If an advisory committee meets to cover more than one program, care must be taken to ensure that each program is addressed separately, and the minutes for each program are substantially different from each other.
2. Employer Verification Forms for virtual attendees must be gathered.
 - a. EVF's may also be filled out by members who didn't attend the meeting.
 - b. Guests who filled out an EVF may be made advisory members, if the Program Director approves.
 - c. If an insufficient number of EVF's were collected at the meeting, visits should be made to collect the remainder.
3. The assigned Instructional Assistant scans/saves all paperwork to the Programs Drive.
4. Paperwork packet is due to the assigned Instructional Assistant within 30 days after the meeting.
 - a. The packet must be hand delivered, so originals aren't lost.
 - b. The following documents must be included:
 - Employer Roster
 - Sign-in sheet
 - Advisory Agenda
 - Advisory Minutes
 - Employer Program Verification Forms
 - Any additional handouts distributed to advisory members during

the meeting

5. All documents will be reviewed by the assigned Instructional Executive Assistant, within 30 days of receipt.

3.4 Responsibilities of Program Directors

1. Program Directors bear final responsibility for the accuracy and completeness of all Advisory Meeting paperwork.
2. The assigned Instructional Executive Assistant will request that each Director meet and review the advisory meeting packets.
3. Program Directors must review each advisory meeting packet and sign to affirm that they have checked the packets, and found them complete and accurate.
 - a. Directors must complete the review within 120 days of the meetings.
 - b. The assigned Instructional Executive Assistant will check off all completed packets and return them to the assigned Instructional Assistant.
4. The assigned Instructional Assistant will assemble permanent folders and save all completed files to the COE network drive.