



## *HLC Accreditation Evidence*

Title: Advisory Boards

Office of Origin: Vice President of Instruction

Contact: Dean of Workforce Training and Community Education

# WORKFORCE TRAINING & COMMUNITY EDUCATION ADVISORY BOARD GUIDELINES

## Advisory Board Definition

Advisory boards are critically important and serve to connect higher education with workforce needs. Individuals who serve on advisory boards are recognized representatives of business and industry areas. Members advise career technical educators and administrators, while assisting in the development and maintenance of programs that ensure students have the skills necessary to compete and succeed in the workplace.

## Advisory Board Purposes

- Provide advice and support for programs.
- Assist in the establishment and validation of industry-recognized knowledge and skills.
- Partner in the exploration, evaluation and adoption of assessment tools, industry-recognized credentials and/or other certifications or accreditations.
- Participate in curriculum development and Kansas Post-Secondary Kansas Technical Education program alignment projects.
- Assist with the identification of strategies to promote career and technical education programs.
- Evaluate training facilities and program equipment; make suggestions appropriate to industry standards.
- Assist with the alignment of Perkins IV requirements with institutional and statewide initiatives.
- Participate in college and/or program related activities.
- Assist with the identification of student career experience opportunities.

## Membership Guidelines

- Strive for 20 members; members should represent:
  - Unique populations
  - past and current students
  - secondary partners
  - business & Industry/employers
- If members do not participate on a consistent basis, follow-up with them and determine if they want to remain on the advisory council. If members elect to discontinue their participation, please update your membership list and notify Denise Schreiber.
- If a member is added to an advisory board, please contact Denise with the new member's email address.

## Meeting Frequency & Timeframe

- Meetings must be held two times a year, if the advisory board represents a program that is Perkins supported. Meetings may be offered in a virtual manner as a substitute for one face-to-face or alternative technology (conference call or GTM) meeting.
- The length of the meeting should be a consideration. Remember your representatives have other professional and personal obligations. Exceptions to this guideline may include planning retreats, development of new projects in conjunction with advisory boards, etc.

## Communicating with Advisory Boards

Communication with advisory boards should not be limited to meetings. Advisory board leaders are encouraged to create an email distribution list from their membership and utilize email as a means of informing councils on a more frequent basis. This process is excellent for gaining quick input from council members on various program and/or curriculum topics that occur throughout the year. This method of communication works best when you have developed a relationship with your advisory board members.

It is important to maintain the health of your advisory board member's contact information, i.e. mailing address, phone and email address. Please check this information no less than once a year. If a member's email changes, please notify Denise who manages a WTCE promotions email distribution list that includes all advisory board members.

### **Meeting Preparations**

- Identify advisory board meeting format, morning, afternoon, evening, conference call, ITV, virtual, etc. What is the best for your advisory council?
- Identify a meeting date/time as far in advance as possible.
- Contact Elaine Simmons and Denise Schreiber regarding your proposed meeting date. Elaine attends all advisory board meetings and appreciates an opportunity to consult her calendar before an advisory board meeting date is finalized.
- Your advisory board guest list should include the following internal guests: Executive Director, Support Staff Member, Fellow Faculty Members including Fort Riley (as applicable), and Dean of Workforce Training & Community Education.
- Identify a meeting location – secure through R25.
- If possible, announce the next meeting date at the conclusion of your current meeting and/or send a “Save the Date” card well in advance of the actual meeting date. Advisory board members are busy people. They have full lives (both personal and professional) and their calendars fill up very quickly.

### **Agenda, Handouts, Food and Invitations**

- Make plans to have a planning meeting in advance of your advisory meeting. Utilize this time to identify agenda items and address planning details such as invitations, food service, etc. Before finalizing the agenda, contact Elaine to gain her input regarding any additional agenda items.
- Plan for handouts, facility tours, small group discussions, etc. Remember to include time for advisory board members input and/or open discussion. While it is important that you share information about your program, it is more important to get input from your advisory board members. Advisory board members should do the majority of the talking at the advisory board meeting.
- Assemble your handout materials to include agendas, handouts, notepaper, pen or pencil, etc. Division pens are available – check with your Executive Director. If you are hosting a conference call or GTM advisory board meeting, please forward your handouts in advance.
- Limited food service may be ordered for advisory board meetings. Food will be ordered from Great West Dining; outside vendors may be discussed with your Executive Director.
- Send meeting invitations with a RSVP date. Please include RSVP options, i.e. phone call, email or self-address, stamped envelope in your invitation. Send invitations no later than three weeks prior to the meeting – one month is preferred.
- If your agenda is prepared, include it with the invitation. It is important advisory board members know in advance what is planned for the meeting. In some cases advance information can motivate a member to attend and/or prepare for the meeting.

- Make follow-up calls to advisory board members who do not RSVP.
- Put up printed signs on the day of the advisory board meeting – providing directional information to the meeting room.

### **Set-Up**

- Arrive a minimum of 30 minutes prior to the beginning of the advisory board meeting. It is important as the host or hostess to arrive prior to your guests. Survey the meeting location and make sure everything is assembled correctly and working, i.e. tables, chairs, smart classroom equipment, ITV, phone, etc. This is also a good time to make sure your food service order has arrived and is ready for your members.

### **Minutes**

- Minutes must be taken at advisory board meetings. Final minutes should be mailed (or emailed) to advisory board members. Please include all advisory board members in this mailing – not just the ones that attended.
- Posting minutes to the program's web page (if available) may also serve as a convenient method of providing information to advisory members.
- There is a standard meeting agenda and meeting minute template. The template is available from LaVonne. The agenda and minutes must list advisory board member's name and the organization or business they represent. A copy of the agenda and the meeting minutes must be filed with LaVonne.

9/28/07 E.S.; 2/20/08 A.H.; 8/16/08 E.S.; 8/25/09 E.S.; 6/14/10 E.S., 8/16/10 E.S.; 8/17/10 E.S.;  
1/24/11 E.S.; 8/25/11 E.S.; 9/16/11 E.S.; 9/10/13 E.S.; 4/7/14 E.S.; 7/28/15