



Advisory Committee

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Updated: 01/27/2023

Disclaimers

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

Lansing Community College is accredited by the Higher Learning Commission. The commission can be contacted at the [Higher Learning Commission](#) webpage or 800-621-7440. Its mailing address is 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604. The Downtown Campus of Lansing Community College is located in downtown Lansing. Student service offices are located at 422 N. Washington Square and can be contacted at lcc.edu or 517-483-1957.

What is an Advisory Committee?

The primary purpose of the program advisory committee is to assist educators and administrators in establishing, operating, and evaluating programs and providing feedback.

An advisory committee is established for a specific occupational program and is a representative group of practitioners in the community whose experience and abilities represent a cross section of that occupational area. Student representatives will be included on the committee to provide input. In addition, these students will represent any of the following populations: economically disadvantaged, disabled, individuals in correctional institutions, individuals in programs designed to eliminate sex bias, or individuals with limited English proficiency. Advisory committees will make every effort to represent the diversity of students and the community in which they serve.

In some instances, the advisory committee membership makeup, roles, and functions are dictated by federal and state regulations or accrediting bodies. Therefore, responsibilities for committee members may vary depending on program and accreditation requirements.

However, there are standard elements of an advisory committee, and all advisory committees will be expected to comply with them. Those standards are detailed in the following sections. All occupational programs must have an advisory committee, and all advisory committees are required to meet at least once annually.

Why are Advisory Committees Important?

LCC is committed to continuously improving students' learning experiences. This goal can be achieved by ensuring that programs remain current and relevant, and by teaching a curriculum that prepares students to meet industry needs. There may be national standards to follow and/or licensure requirements. However, there is no substitute for connecting with local business and industry leaders to learn first-hand what skills and knowledge their employees need to be successful.

Advisory committees, with representatives from key employers within LCC's region, allow programs to stay abreast of emerging trends and information needed to justify changes to program curriculum and/or resource allocation to ensure program viability and continued student success. Connections with industry partners open the door for building relationships that may provide student work-based learning opportunities such as guest speaking, job shadowing, site visits, internships, and apprenticeships.

Advisory committees support instructor development by providing opportunities to regularly update their industry knowledge and skills. In some instances, advisory partners may be willing to support instructor professional development by allowing site visits, sharing trade journals and conference information, and participating in staff training opportunities. Advisory committee members may also assist in identifying and recruiting talented new instructors to teach in the program.

Advisory Committee Functions and Requirements

The purpose of an advisory committee is to assist the program in the decision-making process. Functions of the advisory committee may include:

- Promoting the LCC occupational program within the community
- Contributing to shaping and forming the program's mission, vision, goals, and benchmarks
- Reviewing program goals, objectives, and curriculum to ensure alignment with industry standards and employer needs
- Serving as a communication link between the program and the community
- Informing program leadership about changes and trends in the economy, industry, and local workforce
- Assisting in the review of program performance and outcome data
- Completing surveys intended to gather data to support program improvement
- Assisting in identifying work-based learning opportunities and employment opportunities for students/graduates
- Reviewing and recommending facility and/or equipment improvements as well as identifying potential sources for donations of funds, supplies, and/or equipment needed to enhance program quality
- Participating in student learning or program-related activities
- Serving on sub-committees for special projects such as curriculum revision or re-accreditation preparation
- Serving as chair or facilitator of the committee or a sub-committee
- Assisting with accreditation or reaccreditation processes as requested, or providing letters of support as part of grant initiatives

Membership

Advisory committee members from business and industry should have:

- Knowledge of the skills and professional characteristics required for successful employment in the occupation
- Current and relevant occupational experience and expertise in the industry
- An understanding of economic, regulatory, and educational climates that may impact the industry
- Interest in influencing occupational education and training to ensure a skilled workforce
- Authority to offer work-based learning opportunities and to hire graduates

Advisory committee membership should also include:

- faculty representatives who are teaching in the program
- student representation
 - current students
 - alumni
 - special populations (as defined by Perkins V legislation)

To identify special population students, contact the [LCC Special Populations Coordinator](#) to begin the process.

Other members who should be considered include:

- K-12 representatives
- transfer partners
- donors
- community organization representatives

Ideally, membership should be staggered (recommend three-year terms) to allow for new members while retaining some experienced representatives to maintain continuity.

Advisory Committee Member Benefits

The benefits a person will derive from participating, as a program advisory committee member will depend upon their active participation. Some of the benefits include:

- A sense of personal satisfaction in contributing to the educational process of developing future professionals
- An opportunity to network and learn about professional trends and prospects of other companies and organizations
- A chance to provide a work-based learning experience for students that allows organizations to share their expertise directly with students
- The ability to influence good stewardship of public tax dollars
- The opportunity to participate in the process of shaping a robust workforce that impacts the local community and the State of Michigan by improving the standard of living and quality of life for families and individuals

Advisory Committee Members

Advisory committee members are part of a group of experts in a specific industry or occupation. They advise in the development and operation of a particular occupational program at Lansing Community College, bringing current industry trends, labor market, and occupational safety issues to the attention of the committee. They also advise on the areas of curriculum content within established college guidelines. Responsibilities include:

- Attend meetings regularly
- Define program outcomes necessary for career/educational preparation
- Assist the program leadership with technical information which they find necessary for the program
- Respect other committee members and help to reach consensus on issues
- Maintain objectivity and concentrate on the program's needs
- Make recommendations for new advisory committee members

Chairperson

The chairperson shall be an LCC employee who serves as the liaison between the advisory committee and the program. They will schedule, plan, and facilitate all advisory committee meetings. In addition, the chairperson will:

- Understand any regulatory and/or accreditation requirements governing the advisory committee makeup, roles, and operation
- Work with the committee to identify and recruit new committee members and ensure regular rotation of committee membership
- Develop and maintain channels of communication between the community, business, industry, and Lansing Community College
- Preside over meetings
- Orient and acquaint new advisory board members with the College, the Division, and the program
- Prepare and distribute meeting minutes
- Disseminate newsletters, reports, and pertinent memos to advisory committee members
- Inform advisory committee members of relevant college and program issues and events

Vice-Chairperson

Based on program size and needs, the advisory committee may choose to have a vice-chair. The vice-chair shall be an external community member. The vice-chair should be familiar with all duties and responsibilities of the chairperson and assume the duties of the chairperson in their absence.

Meeting Expectations

All advisory committees are required to meet at least once annually. Committee meetings may be held in person or virtually. Advisory meetings typically last one – two hours. The meeting is facilitated by the advisory committee chairperson. The purpose of the meeting is to collect input from the advisory committee members; therefore, it is encouraged to create a welcoming atmosphere that fosters open dialogue and collaboration.

Meeting Agenda

Advisory committee meeting agendas are prepared by the chairperson. The agenda and other relevant information and documents should be distributed to committee members via email for review in advance of the meeting.

Meeting Minutes

All advisory committee meetings must be documented by official minutes. Minutes must document all suggestions, recommendations, and decisions of the committee. The names of members in attendance, as well as those absent, should also be noted. Virtual meetings may be recorded. Minutes and any relevant documents or information should be distributed via email to all committee members, including those who were absent, following the advisory committee meeting.

Tips for Meeting Minutes

- Use a template. Some programs use the agenda as a template while others use a unique template for minutes. The important thing is to have a template established prior to the meeting to simplify the minute-taking process.
- Document who was present and who was absent. A sign-in sheet is recommended for in-person meetings.
- Include hyperlinks and relevant documents. For example, if handouts were provided or information was written on a white board, attach those items to the minutes. Take pictures of information that was written on a board or flip chart.
- Write the minutes while the discussion is still fresh in your mind. Send them out in a timely manner. It is recommended that minutes be sent out within 1-2 weeks of the meeting.
- For accessibility purposes, please make sure font is 12 or higher, use easily readable sans serif fonts (such as Tahoma, Verdana, Arial, or Calibri). If any website links are included, they must be hyperlinked to text. For additional accessibility information, go to [LCC's Accessibility](#) webpage.
- Remember to upload minutes, along with the advisory committee membership list and meeting agenda, to the program's folder in the [Advisory Committee SharePoint](#).

Membership List

A list of current advisory committee members must be kept and updated annually. The membership list should include:

- Member name
- Organization Name
- Title
- Contact information (mailing address, phone number, email address)

Reporting

After each advisory committee meeting, the meeting agenda and minutes should be uploaded to the program's folder in the [Advisory Committee SharePoint](#). The membership list should be updated annually in the SharePoint.

Advisory committee meeting, minutes and advisory committee membership lists will be shared with the State of Michigan (upon request) in compliance with Carl D. Perkins legislative requirements.

Appendix A: Sample Meeting Agenda

Note that this template is provided as an example and is not required for use.



(Title of Program) Advisory Committee

AGENDA

(Enter date and tentative time)

- I. Introductions
 - a. All committee members share name and affiliation.
- II. Review and approve previous meeting minutes (if applicable)
- III. Program Updates from Current Year
 - a. Topic examples may include new or updated textbooks, changes to program or course curriculum, work-based learning opportunities, guest speakers, field trips, student projects, new or updated transfer opportunities, trends in student behavior, challenges, etc.
- IV. Industry Trends & Changes
 - a. This is an opportunity to review EMSI data with the committee.
- V. Review of Program Courses and Curriculum
 - a. How does the LCC program align with workforce expectations, industry standards, labor demands, etc.?
 - b. Is the program equipped to handle projected changes coming in the next 5 to 10 years?
 - c. What skills do students need to have upon graduation and do LCC graduates have those skills?
- VI. Perkins Core Performance Indicators (CPI), if applicable
 - a. Are there any disparities in the CPI data?
 - b. Are program CPI levels meeting State expected levels?
 - i. What may be some contributing factors
 - ii. What action plans could be implemented to address any identified factors?
 - iii. What resources may be needed?
- VII. Update of Student and Program Assessment (such as Program Review & PROE)

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Appendix B: Sample Meeting Minutes

Child Development and Early Education Advisory Committee Meeting Minutes

Friday, March 18, 2022

12:00-1:30 PM

WebEx Meeting

Present:

Absent:

Scribe:

[Link to WebEx Recording](#)

[Link to the Advisory Meeting Agenda](#)

[Link to the slide deck presented during the Advisory Meeting](#)

Welcome and Introductions: Attendees introduced themselves in the chat. A list of organizations represented by members of the Advisory Committee was shared along with a link to the [Advisory Committee Wakelet](#) where meeting agendas, minutes, resources and documents are housed. Advisory Committee members have access to the Wakelet.

Program Updates:

Faculty Work Groups: The Child Development faculty have been participating in work groups created to address a variety of topics including reviewing how infant toddler content is included in all of the Child Development core courses. A work group has also just started working on reviewing and updating the program's Conceptual Framework. The Key Assessment work group, which has been meeting monthly for the past several years, continues to work on reviewing and updating the Key Assessments as well as collecting and analyzing Key Assessment data.

NAEYC Accreditation: The Annual Report is due March 31, 2022. Faculty and the Key Assessment work group are currently working on finalizing the report and preparing it for submission. The program was fortunate to be able to apply for a grant from MiAEYC to be reimbursed the cost of the annual accreditation fee which is approximately \$1,600. In 2020, NAEYC released the new Professional Standards and Competencies. The faculty are working on updating the set of Key Assessments to align with the new Standards and Competencies.

2021-2022 Improvement Plan: An improvement plan was created based on the Program Review and Perkins Needs Assessment. Action items in the plan include program assessments and key assessments, increasing student enrollment, updating the Conceptual Framework, and curriculum updates. The faculty continue to work on program and Key Assessments as ongoing work. The goal of increasing student enrollment in the program continues to be a challenge as college enrollment is down at LCC and across the State and Country. A faculty work group has started working on updating the Conceptual Framework. The curriculum updates have been completed and approved by the LCC Curriculum Committee. The curriculum updates will go into effect in Fall 2022.

Field Experience: Students are completing their field experience in early childhood classrooms after dealing with challenges and setbacks due to the pandemic. The new field experience model

is going well. In the new model students are observed in person in their field experience sites but are also recording video of themselves and submitting for field instructors to review. The program received Perkins funding to purchase six new iPads that students can use to video record themselves interacting with children in their field experience classroom.

Summer 2022 Course Offerings: Registration begins March 29th. All Child Development courses will be offered online in the summer semester. A flyer with the summer course offerings can be found in the Advisory Committee [Wakelet](#).

In Fall 2022, the program is planning on offering CHDV 215 and CHDV 284 as hybrid courses with classes held face to face on campus.

Enrollment and Award Data: Enrollment data from the last four academic years was shared. Enrollment appears to be close to where it was pre-pandemic. Award data for the last five years was shared. The number of awards remains low and provides an area for analysis and exploration by faculty and the advisory committee. The award data does not consider students who transfer to a four-year institution without earning a degree, students who earn a degree in another major such as a General Associates or Education, or students who leave the program for employment.

NAEYC Advancing Equity in Early Childhood: At the Spring 2021 Advisory Committee meeting, committee members participated in a discussion about the work their organizations are doing around diversity, equity and inclusion. The Child Development faculty continued this discussion by looking at the NAEYC Advancing Equity Position Statement and recommendations for higher education. From that work, the faculty created six goals related to equity, diversity and inclusion. Some of these goals are being worked on now and work on others will begin in the 2023 academic year. The specific goals created are listed in the [Advisory meeting slide deck](#).

LCC's We're Better Than That Campaign: A 10-yearlong campaign to combat bigotry, racism, and hate speech on LCC campuses. [Take the Pledge at We're Better Than That](#) to commit to uphold the following 9 principles:

1. Become an upstander not a bystander
2. Actively prevent bias
3. Seek mentorship opportunities
4. Engage my community
5. Be an ally
6. Connect with diverse communities
7. Lead with transparency
8. Engage in courageous conversations
9. Proactively pursue DEI learning & training

Conceptual Framework: An overview and introduction were presented on the Conceptual Framework. A faculty work group is currently working on reviewing and updating the program's current Conceptual Framework. A draft will be shared with the Advisory Committee at the Fall 2022 advisory meeting for feedback. Students, graduates of the program, faculty, and community partners will also be asked to provide feedback and input on the updated Conceptual Framework and a new visual image that represents the Conceptual Framework.

Small Group Conversation: Advisory Committee members got into small groups to discuss the

following questions:

- What are current and projected trends in early childhood education, child care, or higher education that may impact teacher preparation?
- What should the Child Development program and faculty be thinking about?

[Link to notes from the small group conversations](#)

Community Sharing:

- WKAR Public Media is hosting [racial equity training](#)
- [Michigan Learning Channel](#) is a free resource for teachers.
- The [Annual Michigan AEYC Conference](#) will be held in Grand Rapids May 5-7, 2022. Registration is open.

2022-2023-Advisory Committee Meeting Dates: (held virtually via WebEx)

September 30, 2022 12:00-1:00

March 18, 2023 12:00-1:00