



Advisory Committee Member Engagement & Information

Our Partnership Goal

External advisory committee members are vital partners in ensuring the quality, relevance, and effectiveness of LCC's Career and Technical Education (CTE) programs. By sharing current industry knowledge and workforce insights, you help us align curriculum and instructional practices with employer expectations and regional economic needs. Your engagement is essential to fostering student success and strengthening community connections.

Member Roles & Responsibilities

Members serve in an advisory capacity to support program development and continuous improvement. Key areas of contribution include:

Program & Curriculum Guidance

- Reviewing program curriculum and learning outcomes to ensure industry alignment.
- Recommending updates based on emerging trends, technologies, and professional competencies.

Evaluation & Improvement

- Reviewing performance data, including enrollment and employment outcomes.
- Identifying skill gaps and supporting accreditation or Perkins-related requirements.

Student & Workforce Engagement

- Assisting with work-based learning, such as clinicals, field experience, internships, or apprenticeships.
- Participating in student activities like guest lectures, career panels, or mock interviews.

Strategic Advocacy

- Promoting the program within community and industry networks.
- Serving as a liaison between the College and external stakeholders.

At a Glance

Meeting Frequency

Minimum of two meetings per year.

Membership Terms

Three-year staggered terms are recommended to ensure continuity.

Leadership

External members may serve as Vice-Chairperson to help guide committee priorities.

Composition

We seek a broad cross-section of industry professionals, educators, and community leaders.

Member Benefits

- Access to talent pipelines for recruitment.
- Networking with industry and education partners.
- Influence over the preparation of future employees.
- Recognition as a contributor to workforce development.

Accountability & Records	
To ensure transparency and compliance with institutional and federal requirements, the College documents committee contributions. This includes recording attendance, documenting recommendations in meeting minutes, and demonstrating how advisory input informs program improvements. The Value of Your Partnership	
External advisory committee members are active industry partners who contribute expertise, insight, and opportunities to ensure that programs remain current, responsive, and aligned with workforce needs.	

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For information regarding the nondiscrimination policies, contact: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1730.

For employees 504/ADA Accommodations contact: HR Director of Total Compensation, Administration Building, 610 N. Capitol Ave, Suite 106, Lansing, MI 48933, 517-483-1875.

For students 504/ADA Accommodations contact: Care Services Manager, Center for Student Access, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1358.

For Employee Title IX reporting or complaints, contact: Associate Director of Risk Management & Legal Affairs, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square, Suite 150, Lansing, MI 48933, 517-483-1759, and/or U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

For Student Title IX reporting or complaints, contact: Director of Student Compliance, Student Title IX Coordinator, Washington Court Place, 309 N. Washington Square, Suite 115, Lansing, MI 48933, 517-483-9631.