Perkins Advisory Committee Guidelines

The following guidelines apply to the Perkins required Advisory Committees for CTE (Career and Technical Education) programs and are based on College, state, and federal Perkins requirements. **Please note that Advisory Committee representation for all CTE Programs, no matter the size of enrollment, is required**.

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1) Advisory Committee Overview & Requirements
Overview
The primary purpose of CTE Advisory Committee meetings is for faculty and staff to obtain information that will be helpful in assessing and improving their CTE programs. There are two types of Advisory Committees at Northwest College: 1) program-specific committees, and 2) an integrated Overarching Advisory Committee that represents multiple programs. Advisory Committees are required to meet twice each year, and meetings must be spread out (a typical schedule would include one meeting each fall and spring).

Programs may have their own committee, be represented by the Overarching Committee, or be represented by the Overarching Committee once each year and their program-specific committee once each year (to meet the two meetings per year requirement). It is up to each individual program to decide how they would like to be represented. Committees may meet more often if desired.

Another purpose of the Overarching Committee is to participate in the development of and, if necessary, amendment(s) to, NWC's Five-Year Perkins Plan. See the "Perkins Overarching Advisory Committee & Perkins Management Committee Guidelines and Procedures" document for more information on this.

Program Specific Advisory Committee Reporting Requirements
The Perkins Office is required to keep the following information about each Advisory Committee on file for reporting and/or audits. **CTE Programs with their own Advisory Committees should keep this information on file and updated with the Perkins Office**:
- Membership (see below for more on this): *Feel free to use the attached form or make your own to track members.*
- Detailed minutes of each meeting, including attendees
- Sign-in sheets for each meeting: *Feel free to use the attached form or make your own*.

A copy of draft minutes and sign-in sheets should be turned in to the Perkins Office within 30 days after each Advisory Committee meeting; official approved minutes should be submitted as soon as they are available.

Program Specific Advisory Committee Primary Contact & Membership Updates
<u>Each Advisory Committee should designate one person on campus as the primary contact</u> for the Perkins Office; this should be a faculty or staff member and programs may want to designate this person as their committee chair as well. Early each fall, someone from the Perkins Office will contact that person to update the official Advisory Committee membership list and record the dates for that year's planned meetings.

As your Committee changes, be sure to keep the following information on file for each member:
- Name
- Business/organization that they belong to/work at
- Contact information.

It's certainly not required, but it might be a good idea to also track their "member since" date in order to recognize long-time members. If you're starting from scratch, the attached sample form may help get you started.

Current Advisory Committee Membership & Meeting Requirements
(from the "Postsecondary Perkins IV Allocated Federal Funds Application")
"The postsecondary institution is required to establish and/or maintain a CTE Advisory Committee for each CTE Program of Study and ask the Committee to provide input into the program. The Committee should meet at least two times a year. A Program of Study Advisory Committee should have the following representation:
- 2-5 business/industry employees
- 2-5 postsecondary students, it is recommended that at least one student be a member of a CTSO [Career & Technical Student Organization]
- 2-6 CTE instructors
- 1 career guidance and academic counselor
- 1 postsecondary administrator"

It is understood that these representation requirements may not be completely realistic (they were originally written for and adapted from secondary school requirements). However, we are asked to do our best to include representatives from each of the above areas for each Advisory Committee.

2) <u>Frequently Asked Questions about Advisory Committees</u>

Q: *Can outside professionals (such as those in another state or region) be Committee members and attend via teleconference, virtual conference, etc.?*
   A: Yes. Having members attend via teleconferences, virtual conferences, and so on is acceptable for Advisory Committee meetings. This may be a good way to get professionals outside of our region involved in your program. However, their attendance must still be documented (as they can't "sign in"). The state has said that an e-mail invitation or some similar document, along with the standard meeting minutes, can suffice for proving attendance in lieu of that person's signature on a sign-in sheet.

Q: *Can two different meetings on one day count as two advisory Committee meetings?*
   A: No. Two meetings on the same day <u>do not</u> count toward the two yearly meeting requirements. Meetings should be spread out over the year, preferably with one in the fall and one in the spring.

Q: *Can a subgroup of an Advisory Committee meet and count this as one of the two required meetings for the year? (Example: committee has 12 members, but only 6 meet)*
> **A:** Yes. But all should be invited so as not to make it seem anyone is being purposely left out. It can then be up to the members whether or not to attend.

Q: *Can Perkins funds pay for outside professional Advisory Committee Members to travel to Powell?*
> **A:** No. As participating in an advisory Committee is voluntary, this would not be an allowable use of Perkins funds. However, you may submit a Funding Request to bring outside (non-Committee members) experts in to present at an Advisory Committee meeting as part of your program development activities.

Q: *Can we use one Committee for multiple programs (such as an Overarching Committee)?*
> **A:** Yes. Some schools have this Committee meet twice a year for programs, others meet once for all programs, then those programs break out once for the second meeting later in the year. We can do what works for us. The state recommends that if we have an Overarching Committee, that representatives from each program are on it.
>
> NWC does have an Overarching Committee for many of its CTE programs; if you'd like your program represented by the Overarching Committee, please contact the Perkins Office.

Q: *Does participation on the Overarching Committee count towards faculty service (for tenure)?*
> **A:** Yes. If you would like your participation on the Perkins Overarching Committee to count as part of your service to the College, please contact the Perkins Coordinator, who can provide you with a letter of participation for your file.

Q: *Do we really need to include a "sign-in" sheet for Advisory Committee meetings? Can't minutes with attendance suffice?*
> **A:** Yes, we should include sign-in sheets. Technically, the Perkins law says nothing about sign-in sheets. However, the state asks us to include them so that we can "better track who is in attendance at the meetings."

Q: *Who should run Advisory Committee meetings?*
> **A:** The Perkins Coordinator chairs the Overarching Advisory Committee. It is up to each individual program to choose a chair for their program-specific Advisory Committees; it is recommended that a faculty or staff member from the program be the chair. Programs will likely want this individual to also be the primary Perkins Office contact as described in section one above.

Q: *Who pays for food if the Advisory Committee meeting is best scheduled during meal times?*
> **A:** Unfortunately, using Perkins grant funds for food at Advisory Committee meetings is not an allowable cost. It is up to each individual program to request funding from their Division or other campus sources to provide food.

Q: *What kind of recognition can appropriately be given to Advisory Committee members for their volunteer service?*

> **A:** While Perkins grant funds cannot be used to fund awards or other acts of recognition to committee members, it is perfectly acceptable for programs to do so from other funding sources. It might be a good idea to track membership and for programs to find ways to recognize long standing members who devote their time and energy.

Q: *Is secretarial support available to take notes at meetings?*

> **A:** Unfortunately, support is not currently available from the Perkins Office to assist with note taking/minutes for program-specific Advisory Committees. We suggest discussing note taking options with your committee and division.

Q: *What is the usual term of office for Advisory Committee members?*

> **A:** While NWC's Overarching Advisory Committee has its own term rotation, it is up to each individual program that has its own committee to determine if a particular rotation or term length is appropriate. There are no Perkins requirements on this.

Q: *Are formal bi-laws and a constitution required for Advisory Committees?*

> **A:** Bi-laws and a constitution are not required for Advisory Committees; it is up to each Committee to determine if these would be beneficial.

Q: *Must Roberts Rules of Order be used for these meetings?*

> **A:** Roberts Rules of Order are also not required for Advisory Committees. However, if a Program believes that these Rules would be a useful structure for conducting Advisory Committee meetings, you are certainly welcome to do so.

Q: *Should the Division Chair, Vice President for Academic Affairs, Perkins Coordinator, and President be involved in my Advisory Committee?*

> **A:** There are no Perkins requirements on the involvement of these individuals; it is up to each program to determine appropriate membership in their program-specific Advisory Committees (see membership requirements near the end of section one above).
>
> Oftentimes, the Vice President for Academic Affairs serves as ex-officio on Advisory Committees. We also welcome and encourage invitations for Division Chairs, Vice President for Academic Affairs, Perkins Coordinator, and the President to Advisory Committee meetings.

Sample Sign-In Sheet for CTE Advisory Committee Meetings
(attach to official minutes and return to Perkins Office)

Program/Committee: _____

Meeting Date: _____

Printed or Typed Name	Signature

Sample CTE Program Advisory Committee Membership List

List last updated date: _____

Name	Business/ Organization	Address	E-mail	Phone	Member Since
Example: Jane Doe	*Putty Enterprises*	*311 Putty Lane Powell, WY*	*janedoe@putty.com*	*555-555-5555*	*Sept. '08*