HLC Accreditation Evidence

- Advisory Board Guidelines

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Dean of Workforce Training and Community Education

BARTON COMMUNITY COLLEGE
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 (as applicable to the program) with institutional and statewide initiatives.
- Participate in college and/or program related activities.
- Assist with the identification of student career experience opportunities.

Meeting Requirements
The Kansas Board of Regents requires a minimum of two advisory board meetings per calendar year for Perkins approved programs and the same minimum is a best practice for any advisory board.

Regardless of how an advisory board is hosted i.e. traditional face-to-face meeting, site visits, newsletter, conference call, zoom meeting, etc., please utilize a standard agenda and minute template for the purpose of outlining and documenting updates, discussion topics, activities, action items, outcomes and votes as well as who is involved, what format was utilized and what engagement, i.e. feedback was received from members.

Minutes should be taken and shared with your advisory board members (all members – not just those who attended) and in the case of Perkins programs, the minutes should also be distributed to Krystall Barnes (Perkins Coordinator). Posting minutes to the program's web page (if available) may also serve as a convenient method of providing information to advisory members. The agenda and minutes should list advisory board member's names and the organization or business they represent.

Membership Guidelines
- Strive for 20 members; members should represent in priority ranking:
  - Business & Industry Employers & Partners
  - Secondary Partners
  - Applicable Agencies and Associations
  - Former and Current Students
- 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 make notification to your respective Dean, their administrative assistant, the Vice-President of Instruction and her administrative assistant.
- If a member is added to an advisory board, please make notice with contact information to the same individuals outlined above.

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 contact information changes, please notify your respective Dean, their administrative assistant, the Vice-President of Instruction and her administrative assistant.

Meeting Preparations

- Identify advisory board meeting format. What is the best for your advisory council?

- Identify a meeting date/time as far in advance as possible. Coordinate with your respective Dean and their administrative assistant regarding the proposed meeting dates. Please also consult with the Vice-President of Instruction and her Administrative Assistant as the Vice-President will attend as many advisory board meetings as possible.

- Identify both your internal and external guest list; ensure you are thinking broadly in terms of program representation across the institution.

- 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 and their calendars fill up 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 key leaders to gain their input regarding agenda items that may want to address during the meeting.

- 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, notepad, pen and/or pencil, etc. If you are hosting a conference call or Zoom advisory board meeting, please forward your handouts to members in advance of the meeting.

- Limited (and economical) food service may be ordered for advisory board meetings. For advisory boards meeting on the Great Bend campus, the first preference is to utilize Great West Dining. If advisory leaders want an alternate vendor source, this should be discussed in

advanced with supervisors. Leaders with advisory boards at other college locations should identify local vendors.

- 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 advanced information motivates 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, Zoom connection, phone, etc. This is also a good time to make sure your food service order has arrived and is ready for your members.

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 E.S. 12/3/18 E.S.; 10/9/19 E.S.