

## ADVISORY COMMITTEES



### Intent of this document:

Advisory committees are one of many influences that contribute to the college's academic quality and institutional effectiveness. As such, there is a need to document their existence and to provide a transparent means for the college community, as well as industry stakeholders, to maintain awareness of advisory committee input.

There is currently no college-wide mechanism that:

- defines how an advisory committee is differentiated from other groups
- describes the limitations on authority of advisory committees
- considers the creation of non-mandated advisory committees recommended by project teams or other stakeholders
- provides for college-level acknowledgement of an advisory committee's existence and purpose
- provides a college-supported repository to collect and make documentation publicly available
- serves as a centralized resource for a comprehensive list of advisory committees and their primary/secondary contacts as well as maintaining the ongoing record of compliance with the mandated committee requirement

This document attempts to address these gaps and suggest solutions.

Formatted: List Paragraph, Bulleted + Level: 1 +  
Aligned at: 0.29" + Indent at: 0.54"

Formatted: Space After: 0 pt

## ADVISORY COMMITTEES



Advisory committees exist outside of the official governance structure to offer counsel that informs the thinking of various groups including instructional programs. In general, the role of an advisory committee is to supply advice, external perspectives, coordination with partner organizations, and/or subject matter expertise on a narrowly defined topic. **Decision-making, action, and resource allocation** are outside the scope of advisory committees and occur through ARC's established processes.

	Mandated Career Education (CE)	DiscretionaryNon-Mandated
<b>Required?</b>	Yes – mandated by Title 5, §55061	No – voluntary; created based on college-identified need for an advisory group
<b>Applies to</b>	Each CE Program	Various
<b>Duration</b>	For the duration of the program; sunsets if the program is discontinued	For the duration specified in the request
<b>General Purpose</b>	To promote greater cooperation between the college and the community it serves in preparing individuals for employment and further education	Serves as a sounding board and provides advice that can inform the operations and activities of the specified focus
<b>College-Level Awareness</b>	<u>Acknowledged by the Executive Leadership Team (ELT)</u>	<u>Authorized by Executive Leadership Team (ELT)</u>
<b>Initiated By/Prompted by</b>	Report <del>quest</del> to the ELT from the AVP of Workforce and Economic Development	Request <del>to the ELT</del> from one of the following: <ul style="list-style-type: none"> <li>College President</li> <li>President's Executive Staff</li> <li>Academic Senate President</li> <li>Classified Senate President</li> </ul>
<b>Authorized By</b>	<del>Executive Leadership Team (ELT)</del>	<del>Executive Leadership Team (ELT)</del>
<b>Meeting Schedule</b>	Twice per year	Varies by committee
<b>Expected Composition</b>	A program advisory committee is a representative group of individuals whose experience and abilities represent a cross section of a particular discipline or occupational area. Career education program advisory committees are composed of key individuals from the community who volunteer to advise the college on many factors related to the operation and success of the career education programs, as well as college faculty and staff.	Varies by committee – determined based on the stakeholders and perspectives necessary to supply the desired input based on the committee's charge; <u>in general, composition includes individuals beyond a single department or college entity</u>
<b>Appointments</b>	<del>Within the advisory committee's established composition, a</del> Appointments will be made in alignment with established Los Rios policies and American River College procedures. The process for faculty appointments is specified in LRCCD Policy P- 3412 Section 3.1.2 which reads "The appointment of faculty members to serve on College committees, task forces, or other groups shall be made by the College Academic Senate President in consultation with the College President."	
<b>Vacancies</b>	Replacement of members to fill vacancies will also follow established processes for appointments.	
<b>Documentation</b>	To ensure transparency, each advisory committee is identified as an <del>authorized-acknowledged</del> college entity within IGOR* with a primary contact; agendas and meeting minutes/notes are uploaded to IGOR*; upon request, advisory committees may supply reports or other information to a governance group  Agendas and notes should be concise. It is expected that documentation generated by advisory committees may be used as evidence for accreditation and other purposes.	
<b>Limitations</b>	Advisory committees are informational in nature. They have no authority to make decisions or act on behalf of the college related to the programs, services, or activities upon which they provide advice.	

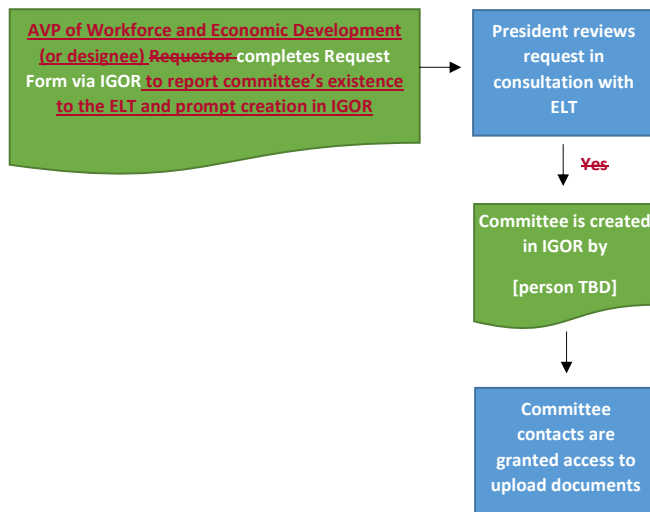
## ADVISORY COMMITTEES



*\*IGOR is not currently designed to accommodate advisory committees. Please see Technology Recommendations on the desired modifications that would be necessary to use IGOR as a centralized repository for advisory committee records.*

### New Mandated Career Education Committee Initiation Process

The AVP of Workforce and Economic Development acts as the gatekeeper for mandated career education advisory committees and the Executive Leadership Team (ELT) formally acknowledges their existence. Once initiated, the committee holds the responsibility to upload or link the agendas and notes/minutes generated at each meeting of the group.



Formatted: Font color: Custom Color(186,12,47))

### Committee Modification Process

In general, advisory committees operate without oversight from the ELT once initiated. However, the ELT must be notified of committee name changes and/or substantive changes in committee purpose. Additionally, committees will need to keep appropriate personnel apprised of changes in their primary or secondary contact. Changes in membership may require appointments through the Academic Senate or other groups in alignment with established processes.

### Committee Discontinuance Process

Career Education (CE) program advisory committees are expected to be continuous unless the program sunsets or there is a regulatory change that eliminates the mandated requirement. In the event that a CE advisory committee is discontinued, the ELT should be notified of the intent to discontinue prior to the committee's final meeting. This notification serves three purposes: enables the ELT to acknowledge the efforts of the committee; allows any unintentional gaps to be addressed that may occur as a result of discontinuance; and prompts the operational steps necessary to inactivate the committee in IGOR.

Formatted: Tab stops: Not at 5.81" + 8.98"

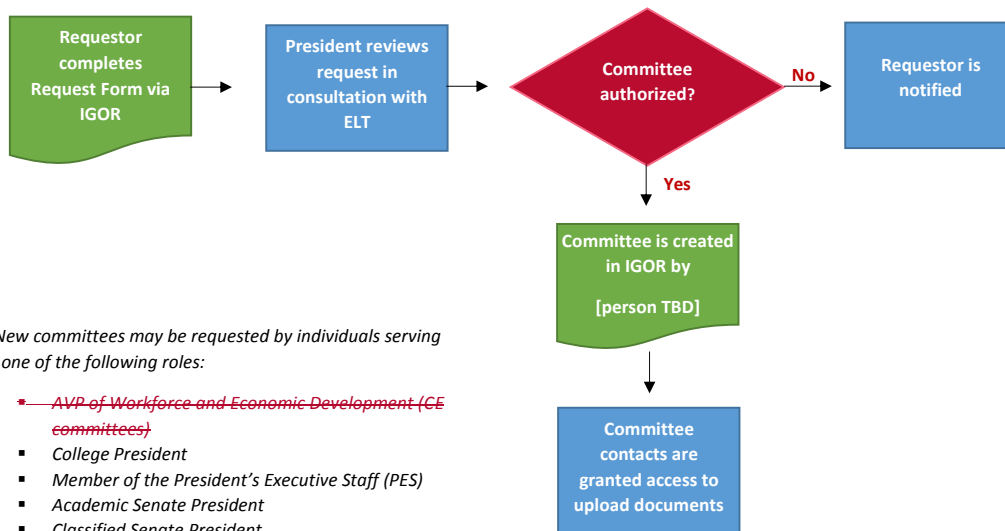
## ADVISORY COMMITTEES



### New Non-Mandated Committee Initiation Process

Formatted: Font color: Custom Color(186,12,47)

The Executive Leadership Team (ELT) acts as the gatekeeper for non-mandated advisory committees in order to consider their intended purpose and formally acknowledge their function. Once initiated, the committee holds the responsibility to upload or link the agendas and notes/minutes generated at each meeting of the group.



### Committee Modification Process

In general, advisory committees operate without oversight from the ELT once initiated. However, ELT approval is required for committee name changes and/or substantive changes in committee purpose. Additionally, committees will need to keep appropriate personnel apprised of changes in their primary or secondary contact. Changes in membership may require appointments through the Academic Senate or other groups in alignment with established processes.

### Committee Discontinuance Process

There are ~~two~~<sup>three</sup> methods which may be used to discontinue a non-mandated~~de~~ advisory committee.

- Predetermined end date – committee ends on a date specified on the original committee request form because the committee has a known duration (e.g., committee operating in tandem with a grant timeline)
- ~~▪ Career Education (CE) program – committee sunsets automatically if the program is discontinued~~
- Requested discontinuance – committee ends based on a request from the primary contact because the committee is no longer active or has concluded its work

Regardless of method, the ELT should be notified of the intent to discontinue the committee prior to the committee's final meeting. This notification serves three purposes: enables the ELT to acknowledge the efforts of the committee; allows any unintentional gaps to be addressed that may occur as a result of discontinuance; and prompts the operational steps necessary to inactivate the committee in IGOR.

## ADVISORY COMMITTEES



### Existing Committees (as of February 2019)

The following committees are believed to be operational. Upon adoption of this procedure, primary and secondary contacts for each committee should be identified.

Committee Name	Type
Accounting	<u>Mandated</u> CE
Administration of Justice	<u>Mandated</u> CE
Apprenticeship	<u>Mandated</u> CE
Art New Media	<u>Mandated</u> CE
Automotive Collision Tech	<u>Mandated</u> CE
Automotive Technology	<u>Mandated</u> CE
Biotechnology	<u>Mandated</u> CE
Business	<u>Mandated</u> CE
Business Technology	<u>Mandated</u> CE
Center for Teaching and Learning Advisory Committee	<del>Discretionary</del> <u>Non-mandated</u>
Commercial Music	<u>Mandated</u> CE
Computer Information Science (CIS)	<u>Mandated</u> CE
Design & Engineering Technology	<u>Mandated</u> CE
Diesel Technology	<u>Mandated</u> CE
Dietary Manager	<u>Mandated</u> CE
Early Childhood Education	<u>Mandated</u> CE
Electronic Technology	<u>Mandated</u> CE
Fashion Design	<u>Mandated</u> CE
Fire Technology	<u>Mandated</u> CE
Fitness Specialist	<u>Mandated</u> CE
Freelance Photography	<u>Mandated</u> CE
Funeral Service Education	<u>Mandated</u> CE
Geographic Information Systems (GIS)	<u>Mandated</u> CE
Gerontology	<u>Mandated</u> CE
Healthcare Interpreter	<u>Mandated</u> CE
Honors Program	<del>Discretionary</del> <u>Non-mandated</u>
Horticulture	<u>Mandated</u> CE
Hospitality Management / Culinary	<u>Mandated</u> CE
Human Services	<u>Mandated</u> CE
Interior Design	<u>Mandated</u> CE
Interpreter Preparation	<u>Mandated</u> CE
Journalism	<u>Mandated</u> CE
Legal Assisting	<u>Mandated</u> CE
Management	<u>Mandated</u> CE
Marketing	<u>Mandated</u> CE
Natural Resources	<u>Mandated</u> CE
Nursing & Allied Health	<u>Mandated</u> CE
Paramedic	<u>Mandated</u> CE
Pride Center	<del>Discretionary</del> <u>Non-mandated</u>
Real Estate	<u>Mandated</u> CE
Respiratory Care	<u>Mandated</u> CE
Solar Technology	<u>Mandated</u> CE
Speech & Language Pathology	<u>Mandated</u> CE
Technical Communication	<u>Mandated</u> CE

Formatted Table

Note: Previous columns for "Oversight" and "Phone Number" have been removed. The introductory text indicates that contacts should be determined after adoption of the procedure.

## ADVISORY COMMITTEES



Theatre Arts	Mandated CE
Welding Technology	Mandated CE

### FAQ

#### 1) How do advisory committees differ from resource panels?

	Advisory Committee	Resource Panel
<b>Authorized</b>	ELT	Council or Project Team
<b>Reviewed By</b>		
<b>Requested By</b>	Designated individual (see <del>list</del> details specified in New Committee Initiation <del>p</del> Processes)	Council Chair/Co-Chair Project Lead/Co-Lead
<b>Duration</b>	More than one semester; may be multiple years or ongoing	Short-term; less than a semester and often only the duration between two meetings
<b>Function</b>	Offering advice	To gather, interpret, and/or supply focused information at the request of a council or project team to supplement the knowledge of the members
<b>Level of Specificity</b>	Single program, service, or function; <u>not solely an internal department committee without external membership</u>	Related to a council or project team that is cross-functional or college-wide in nature
<b>Documentation</b>	Agendas Notes or minutes	None unless requested by the council or project
<b>Decision-making Authority</b>	None	None

#### 2) If CE advisory committees are mandated, why does the ELT review them?

The role of the ELT ensures general oversight, accountability, and transparent communication among and across the governance and constituency groups. Awareness of all existing advisory committees and transparent documentation is necessary to enable clear, smooth interactions; minimize duplicate efforts; and understand how information is flowing across the organization. This review is not intended as an approval process, but rather as acknowledgement of existence.

On a practical level, this step also acts as a mechanism to grant document repository access to those individuals who serve as the primary and secondary contacts of the advisory committee.

#### 3) Are advisory committees sponsored by a council like a project team?

No. Advisory committees are not specified as requiring sponsorship in the ARC Governance Framework. However, council chair/co-chairs may request information from an advisory committee or review advisory committee documentation when considered to be necessary input to the dialogue of the council.

### FOR FURTHER INFORMATION

[American River College CTE Advisory Committee Landing Page](#)

[Los Rios Program Advisory Committee Handbook](#) (2007)

[Vocational Advisory Committees \(Title 5, §55601\)](#)

DRAFT – For Review and Discussion Purposes Only

# ADVISORY COMMITTEES



## TECHNOLOGY RECOMMENDATIONS (IGOR)

Modify IGOR to create a centralized repository of advisory committee records.

- 1) Committee Request/Reporting Form - collects the following information and routes to the ELT chair for approval review; provide option to link form or a PDF to an ELT agenda for review by the ELT
  - a. Committee name (required)
  - b. Purpose (required)
  - c. Start date (required)
  - d. End date (optional - when entered, inactivates committee)
  - e. Primary contact name (required)
  - f. Primary contact email (required or populate based on W ID of name)
  - g. Primary phone (required)
  - h. Secondary contact name (optional)
  - i. Secondary contact email (optional)
- 2) Pre-populated Committee Info page – use the request form data to pre-populate a page with admin access that allows creation of the committee upon ELT recommendation; also allow access to edit committee in the future as changes occur
- 3) Document Upload page - provide a page where each advisory committee's primary contact or secondary contact can upload or link agendas and notes/minutes
- 4) Landing page - provide an Advisory Committee landing page that has the complete list of all active advisory committees and the most documents
- 5) Navigation Link – provide link under the Browse menu to "Advisory Committees" that goes to the landing page
- 6) Report/Export – provide a way to extract all active committees and their primary/secondary contacts

***Please see following pages for a visual representation of the desired functionality. Actual specifications to be determined based on technical assessment by Information Technology.***

# ADVISORY COMMITTEES



## Mockups of the New Functionality

### Committee Request/Reporting Form

ARC IGOR Home Browse Admin

### New Advisory Committee

*Non-mandated committees require authorization by the ELT; mandated committees are reported to the ELT for informational purposes prior to setup in IGOR.*

Committee name

Requested By

Purpose

Start date

End date

Primary contact

Primary phone

Secondary contact

Submit Request to ELT

1

Formatted: Space After: 0 pt

Formatted: Font: 11 pt, Font color: Auto

Formatted: Font: 8 pt, Italic

Formatted: Font: 11 pt, Italic, Font color: Background 1

### Pre-populated Committee Info page

Very similar to the format of the page above, but includes a date authorized instead of requestor. Also includes option to populate form with data from a selected request

ARC IGOR Home Browse Admin

### Advisory Committee

Select Request Data

Select One

Select from all previous requests  
sorted by request date (newest first)

Committee name

Date Authorized

Purpose

Start date

End date

Primary contact

Primary phone

Secondary contact

Save

2

*Note: The end date on this form should be used within the system to indicate inactive status.*

# ADVISORY COMMITTEES



Document Upload page

ARC IGOR   Home   Browse ▾   Admin ▾

3

## Upload/Link Attachment

Apprenticeship

Meeting Date

Attachment Type

Select One

Select "Agenda" or "Notes/Minutes"

File/Link

Add

Back to list

Landing page

ARC IGOR   Home   Browse ▾

4

## Committee Documents

From:

8/20/2018

To:

2/20/2019

Name of Committee

Any  
Accounting  
Administration of Justice  
Apprenticeship  
Art New Media

Search

Show 10 ▾ entries      Search:

Meeting Date	IF	Name of Committee	IF	Agenda	IF	Notes/Minutes	IF
02/11/2019		Apprenticeship		<a href="#">View Agenda</a>		Not Available	
02/08/2019		Accounting		<a href="#">View Agenda</a>		<a href="#">View Notes</a>	

DRAFT – For Review and Discussion Purposes Only

9

ADVISORY COMMITTEES



Navigation Link

ARC IGOR Home Browse

Agendas & Notes  
Governance Files & Resources  
Council & Team Members  
Forward Motion  
Templates

Add "Advisory Committees" to this menu

Welcome to the Institution governance documents.

IGOR). IGOR provides the timely access to meeting agendas, notes, rosters, templates and other

"Great governance supports ethical decision-making by encouraging participant leaders to make thoughtful and responsible choices about issues and strategies under consideration through open, accessible, timely, and transparent communications." – ARC Governance Framework

Recent Agendas

Council/Team	Meeting Date	
Institutional Effectiveness Council	2/11/2019	<a href="#">View Agenda</a>
Clarify Program Paths (2018-2019)	2/8/2019	<a href="#">View Agenda</a>

Recent Notes

Council/Team	Meeting Date	
Clarify Program Paths (2018-2019)	2/8/2019	<a href="#">View Notes</a>
Clarify Program Paths (2018-2019)	2/1/2019	<a href="#">View Notes</a>

Report/Export

ARC IGOR Home Browse Admin

Committees

Date Start 12/20/2018 Date End 2/20/2019 Filter ☐ Include inactive committees

Committee	Start Date	End Date	Primary Contact	Primary Phone
Accounting	1/1/2000		[Name]	[Phone]
Administration of Justice	1/1/2000		[Name]	[Phone]
Apprenticeship	1/1/2000		[Name]	[Phone]
Art New Media	1/1/2000		[Name]	[Phone]