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.

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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)	Non-Mandated
Required?	Yes – mandated by Title 5, §55061	No – voluntary; created based on college-identified need for an advisory group
Applies to	Each CE Program	Various
Duration	For the duration of the program; sunsets if the program is discontinued	For the duration specified in the request
General Purpose	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
College-Level Awareness	Notification to the Executive Leadership Team (ELT)	Authorized by Executive Leadership Team (ELT)
Prompted by	Report to the ELT from the AVP of Workforce and Economic Development	Request to the ELT from one of the following: ▪ College President ▪ President's Executive Staff ▪ Academic Senate President ▪ Classified Senate President
Meeting Schedule	Twice per year	Varies by committee
Expected Composition	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; in general, composition includes individuals beyond a single department or college entity
Appointments	Within the advisory committee's established composition, 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."	
Vacancies	Replacement of members to fill vacancies will also follow established processes for appointments.	
Documentation	To ensure transparency, each advisory committee is identified as an acknowledged 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.	
Limitations	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.	

IGOR is not currently designed to accommodate advisory committees. Technology recommendations have been provided and are currently being assessed by Information Technology staff.

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## New Mandated Career Education Committee Initiation Process

The AVP of Workforce and Economic Development acts as the gatekeeper for mandated career education advisory committees. Career Education advisory committees are regularly maintained in IGOR to foster transparency to the college community and the Executive Leadership Team (ELT) is notified annually of 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.

Process:
- The AVP (or designee) creates and maintains committees in IGOR.
- If a committee is discontinued, data is entered in IGOR to effectively mark it as inactive based on its end date.
- Each August, the AVP (or designee) runs a report from IGOR showing all new committees and discontinued committees for the upcoming academic year. The report is submitted as an information item to the ELT.
- The ELT receives the report each September.

New Non-Mandated Committee Initiation Process

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.
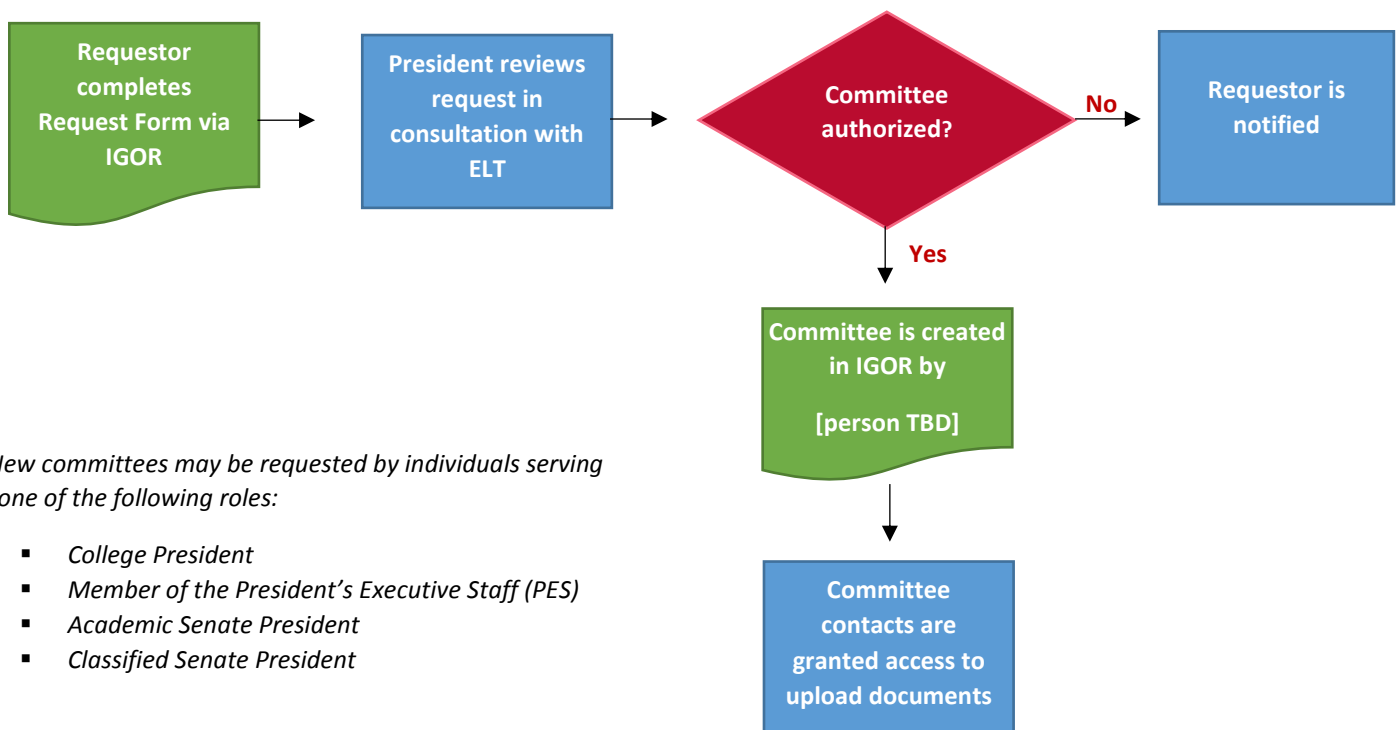
[1] New committees may be requested by individuals serving in one of the following roles:

- College President
- Member of the President's Executive Staff (PES)
- Academic Senate President
- Classified Senate President

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Non-Mandated 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.

Non-Mandated Committee Discontinuance Process

There are two methods which may be used to discontinue a non-mandated 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)
- 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.

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

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FAQ

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

	Advisory Committee	Resource Panel
Reviewed By	ELT	Council or Project Team
Requested By	*Designated individual (see details specified in New Committee Initiation processes)*	Council Chair/Co-Chair Project Lead/Co-Lead
Duration	More than one semester; may be multiple years or ongoing	Short-term; less than a semester and often only the duration between two meetings
Function	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
Level of Specificity	Single program, service, or function; not solely an internal department committee without external membership	Related to a council or project team that is cross-functional or college-wide in nature
Documentation	Agendas Notes or minutes	None unless requested by the council or project
Decision-making Authority	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 an informational item.

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)