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# ADVISORY COMMITTEE GUIDEBOOK



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

AshlandNewRichmondRiceLakeSuperiorHaywardLadysmith

As the workplace evolves, WITC is committed to changing along with it. The college networks with over one hundred employers in advisory committees throughout the 11-county district. These meetings between the faculty and business leaders ensure that students learn skills that will be in high demand when they graduate.

Thank you for taking part in a growing tradition of excellence in technical education. By contributing your knowledge and expertise at our advisory committee meetings, you can help provide a quality workforce for employers throughout northwest Wisconsin.

## Public Meeting Law Compliance

In order to comply with the Wisconsin Open Meeting Law, notice of advisory and ad hoc committee meetings are given to the official College newspaper. The agenda is also posted in at least three (3) locations where the public would most likely be able to find the information. Agendas are posted at two campuses and the administrative office.

## Attendance

The following attendance requirement must be met for each meeting:

Membership	Minimum Acceptable Requirements
7-12	50% or 4-6 members
13-18	45% or 6-8 members
19 or more	40% or 8 members or more

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## About WITC

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Wisconsin Indianhead Technical College District is one of 16 technical college districts in Wisconsin. Students may earn Associate Degrees or Technical Diplomas or participate in special technical and apprenticeship programs or a variety of specialized educational services. WITC is a “Partner in Progress” with business and industry in promoting economic development in the 11 counties of Northwest Wisconsin in the WITC district.

### The WITC Mission Statement

Learning First – Learning is our passion. As Northwest Wisconsin’s leader in technical education, WITC creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

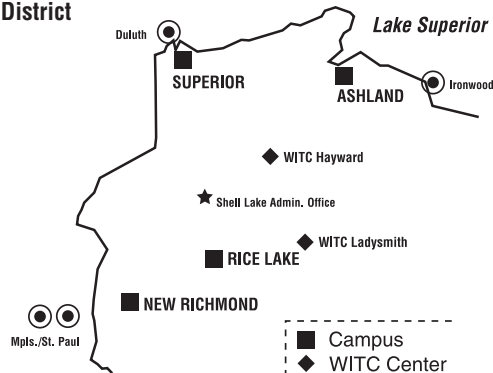
### Accreditation

WITC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

### The WITC Foundation

The Foundation provides funding for scholarships, grants, staff development, equipment, facilities and other educational needs determined by its board of directors.

### Wisconsin Indianhead Technical College District



## Procedures

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### Typical Agenda

The following agenda is recommended:

1. Call to order by presiding officer
2. Roll call
3. Reading and approval of minutes
4. Review of responses to previous minutes
5. Committee reports
6. Unfinished business from previous meeting
7. New business
8. Communications and miscellaneous matters
9. Review of committee recommendations
10. Set date for next meeting
11. Adjournment

### Minutes

Discussion and/or approval of all curriculum modifications must be documented in advisory committee minutes for submission to the WTCS. Minutes are electronically filed with the Office of Academic Affairs which maintains files of all program advisory committee meetings for easy retrieval for College and WTCS board needs.

The minutes should include:

1. Date, time and place of meeting
2. Name of presiding chairperson
3. Names of members past and present
4. Name of others attending
5. Name of recorder
6. Dates and summary of significant correspondence or other documents considered at the meeting
7. Scheduled date of next meeting
8. Important decisions and recommendations

**Program/Project Instruction**

- Review and recommend budget requests for laboratory and shop equipment and supplies
- Help develop and review course content to assure that it is current in meeting the needs of business and industry
- Evaluate physical conditions, adequacy of equipment and layout of laboratory or shop
- Help establish student proficiency standards
- Help establish and maintain a library of relevant visual aids, magazines and books
- Recommend to staff and to the WITC Foundation potential sources of donations for program/project operations

**Staff Assistance**

- Arrange meetings to establish cooperative relationships between the technical college and business and industry
- Recommend qualifications for instructors/staff
- Help identify substitute teachers or resource persons from business and industry to assist regular instructors

**Program/Project Evaluation**

- Participate on various evaluation teams
- Respond to findings of evaluations
- Recommend program revisions

**Public Information**

- Provide speakers to talk with groups about the training program
- Provide news stories concerning the program to magazines published for specific business and industry groups
- Advise employees and their families of WITC programs by posting and/or distributing promotional materials and news articles

## **Background**

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Continuing a tradition which began over 80 years ago, Wisconsin technical colleges offer the citizens of Wisconsin an opportunity to expand their skills and knowledge, find and keep good jobs and advance in their chosen careers. It is essential that occupational, technical and adult education relate to the immediate and long-range needs of the community it serves, especially in the areas of business and industry.

To respond to these needs, the 1973 Wisconsin Statutes authorized technical college district boards to establish advisory committees representing all occupational programs offered in their districts.

Currently, Wisconsin Indianhead Technical College works with approximately 70 advisory committees representing all associate degree, one- and two-year technical diplomas, and certificate programs, as well as federal project service areas. Nearly 700 advisory committee members from business and industry guide programs, projects, and service areas. WITC recognizes that the program advisory committee is one of its most valuable resources in maintaining technologically current programs and services which respond to the needs of the marketplace and provide a well-prepared work force for Northwest Wisconsin.

## Purpose

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### Ad Hoc Committees

Ad hoc committees advise WITC staff in the development of new programs. An ad hoc committee is formed by the administrative unit requesting the new program after receiving authorization from the Vice President for Academic Affairs.

Once a program has been approved by the Wisconsin Technical College System Board, the ad hoc committee is discontinued and an advisory committee is formed.

### Advisory Committees

All approved occupational programs offered at WITC have an advisory committee. When a WITC program is offered at more than one campus, a collegewide advisory committee may be established to provide a unified program direction. An additional committee may be formed on each campus to address issues specific to that region.

Educational support services and projects offered through WITC also work with advisory committees for input and quality assurance.

Advisory committee members provide the occupational experience needed to guide WITC in selecting and purchasing up-to-date equipment and course materials. They also offer recommendations to improve instructional methods and develop technical guidance programs.

## Responsibilities

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Advisory committees are formed to provide assistance, make recommendations, and in general support high quality occupational education and/or service. Advisory committees do not make school policy or supersede the legal responsibilities vested in the College and the Wisconsin Technical College System Board.

Advisory committee recommendations are reviewed by WITC staff and/or the WITC Board of Trustees. Recommendations may be accepted in full or in part. In some cases financial restrictions, physical plant facilities, and other difficulties may necessitate a delay in action.

### Specific Areas of Responsibility

The following are suggested responsibilities of advisory committees.

#### Program Development

- Help determine need for various educational training programs:
  - Survey of industry employment needs
  - Survey of industry training needs
  - Assessment of community needs
  - Evaluation of availability of related local, state and regional training programs
- Recommend appropriate programming development:
  - Outreach training
  - Basic education
  - Campus-based courses
  - Apprenticeship

#### Student Recruitment, Selection and Placement

- Participate in the recruitment of students
- Provide information about desirable aptitudes, education and experience needed for the training program
- Arrange plant or field trip visits for students and counselors
- Assist and participate in surveys of local business and industry personnel needs
- Place students in part-time or temporary work during the school year or summer
- Recommend program marketing strategies

### **Number of Meetings**

Each program advisory committee meets at least once per year. Ideally a minimum of two meetings per year are held. A program that is involved in curriculum changes, equipment purchases and new facilities may require more meetings.

A tentative schedule of meetings for the school year is developed for each advisory committee by November 1 every year. Each committee sets agendas and records minutes of committee recommendations and the responses to those recommendations.

### **Committee Officers**

Each year the committee elects a chairperson to preside at its meetings. An agenda is jointly planned by a WITC staff member and the chair, who organizes and conducts the meeting.

### **WITC Staff Participation**

Program instructors and other professional staff members working in an occupational program or service area attend meetings and work with the advisory committees. These staff members do not vote nor do they direct the decisions or recommendations of the committee.

## **Joint Apprenticeship Committees**

To avoid confusion, it is important to distinguish between joint apprenticeship committees and program advisory committees. The joint apprenticeship committee is advisory to the Wisconsin Department of Industry, Labor and Human Relations while the program advisory committee is advisory to the technical college.

In general, regulations applying to advisory committees for the Wisconsin Indianhead Technical College can also be applied to apprenticeship committees.

## **Equal Rights Statement**

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Wisconsin Indianhead Technical College (WITC) does not illegally discriminate on the basis of race, color, creed, national origin, religion, gender, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or its educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquires regarding this non-discrimination policy should be directed to the Equal Opportunity Officer or Director, Human Resources, at 505 Pine Ridge Drive, Shell Lake WI 54871. Telephone Number: 800.243.9482 or 715.468.2815, Ext. 2225. Wisconsin Indianhead Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities.

## **Organization**

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### **Appointment**

Recommendations for appointments to an advisory committee may be made by district employees or others involved in the utilization of advisory committees. Invitations to serve on an advisory committee are based on occupational experience and willingness to serve.

Members must have had successful, first-hand experience in the program or service area, have the respect and confidence of their associates, and be actively involved in performing or supervising jobs for which the program is training individuals.

### **Representation**

In order to have truly representative committees, members are selected from a cross section of organizations in the communities and from several geographic areas. Equal representation should be given to employers and employees. Membership also includes recent graduates and a current student of the program.

### **Committee Size**

Advisory committees are composed of a minimum of five to seven members. A list of the members is updated every year. It indicates the members' names, their addresses, designations as employee or employer, and places of employment.

### **Length of Terms**

Generally each committee member serves three years. If a new committee is being formed each member draws lots for the initial term, with one-third of the group serving for one year, one-third serving two years, and one-third serving three years.

Retiring committee members are eligible for reappointment. Committee members advise on replacements for the committee. All new members are appointed for three years or are appointed to the committees to fill the unexpired term of any member who leaves.