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Letter from the Chancellor

I welcome you as a WCCCD Advisory Committee or Council Member and thank you for your active participation. Together, we will help ensure the future economic vitality and social stability of our communities. Please let me know your thoughts and concerns as we move forward together.

As you read this document, know that the faculty, staff and administrators of Wayne County Community College District (WCCCD) consider effective advisory committees crucial to our task of educating and preparing students to play a meaningful and productive role in the global workforce of the futures.

We must rely upon and respond to the advice and input of our representatives from the “real world” of business and industry to ensure that our workforce programs instruct students in necessary knowledge and skills and that we utilize the latest technology and resources. We must seek and receive assistance from our advisory committee members in recruiting a diverse set of faculty and students and provide them with the most relevant “on the job” experiences. Finally, we must join hands with involved advisory committee members as important allies in our state's goal "to close the gap in terms of educational access and success for all Michiganders."

In preparing this Handbook, our staff solicited input from our faculty and administrators, researched handbooks that were provided by many other colleges throughout the state and nation and consulted the guidelines of several professional and governmental organizations and agencies.

Currently WCCCD maintains separate advisory committees for each of its nine workforce areas. We hope this Handbook will help each committee member strengthen and renew their commitment to program excellence. The handbook, as all WCCCD guides, will be considered a “living document,” subject to future revisions based upon your feedback and input.

Additionally, we will seek to expand our involvement with the Wayne County business community by joining hands with a primary educational partner, the Detroit Public School District (DPS), and any other partners wishing to participate, in the formation of broader Advisory Councils for the nine workforce clusters in which we offer instructional programs:*  

<table>
<thead>
<tr>
<th>Business, Marketing and Management</th>
<th>Information Technologies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering – Related Technologies</td>
<td>Manufacturing/Construction Trades</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Public Service Careers (Public Safety)</td>
</tr>
<tr>
<td>Human Development</td>
<td>Commercial Arts</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
</tbody>
</table>

Sincerely,

Curtis L. Ivery, Ed.D.
Chancellor

*For a complete list of the WCCCD workforce programs in the nine Cluster Areas refer to Appendix A.
Purpose of the Advisory Committees

An advisory committee is a group of representatives and leaders from our education, business, governmental and industrial communities who will advise and assist the faculty and administrators of the Wayne County Community College District (WCCCD) regarding aligning our Core Cluster Areas with current market and industry trends. Our committees are an important advisory body that will assist the District in implementing the key structural transformations outlined in our Pathway to the Future Program.

The Pathways to the Future program is a comprehensive program of institutional transformation. Recognizing that the transformation of programs, services, and systems could not be achieved through the resources of a limited permanent staff, WCCCD installed a dual structure which involved adding advisory committees to jumpstart a variety of our high priority initiatives. This dual structure interacts with the permanent structure through the Office of the Chancellor and the senior executive team. The Pathways’ transformational structure includes these elements:

(1) Student success  
(2) Community development  
(3) Faculty and staff development  
(4) Operational excellence  
(5) Curricular transformation  
(6) Technology development, and  
(7) Capacity building (staffing, information systems, facility upgrades, and finances).
Responsibilities of an Advisory Committee Member

Wayne County Community College District has a Vision Statement that proposes by 2011, WCCCD will be recognized as an institution that has achieved national and international recognition focused on continuous self-evaluation and improvement; preparation of a highly skilled workforce in support of the Wayne County and State of Michigan’s economy; student academic and career success, and leadership in strengthening the open door philosophy of educational opportunity.

Advisory Committee Members are charged with the task of reviewing their assigned Cluster Area program description, syllabi, career potential, admission requirements, program prerequisites classes and District certificate and/or degree requirements to determine if they are in line with current trends of the industry.

While full-time faculty or staff members from WCCCD are not considered official or voting members of the advisory committee, they must be enthusiastic supporters of the advisory committee and help it carry out its roles and responsibilities. Advisory committee members are busy, professional people who will rely upon District personnel to help them provide an effective service. The primary key to an effective advisory committee is typically the role played by an involved and committed Program Chair.

The Focus for the Advisory Committee Members for the 2008-2011 target years shall be help the District achieve the five Pathway to the Future Transformational Goals listed below:

- **Re-invention of Career Education and Community-Based Programming**
- **Re-invention of WCCCD’s Urban Education Strategy**
- **Re-invention of WCCCD’s Suburban Education Strategy**
- **Upgrading information and learning technologies and other learning technology to support teaching and learning at WCCCD**
- **Investment in classroom and laboratory equipment and supplies and faculty professional development activities**
Advisory Committee Members are community leaders, employers and employees who currently work in one of the ten cluster areas. Advisory Committee Members advise and provide recommendations to the District on liberal arts and occupational courses leading to associate degrees and certificates. The Committee will provide recommendations on programs and courses that facilitate WCCCD student’s transferring to other colleges and universities. By 2011, the advisory committees will have assisted the District in implementing its Pathways to the Future initiatives.

Specifically, the advisory committee members advise the District on the following:

- **Program Evaluations and Needs Assessments Based on Market Trends**
- **Curriculum Revisions to Ensure The Most Current and Relevant Information Is Being Taught**
- **Recruitment And Retention Of Diverse Faculty Members And Student Populations**
- **Procurement of Program Resources, Equipment and Facilities for Instruction**
- **Procurement of External Learning Experiences And Employment Opportunities Where Students May Learn and Apply Their Knowledge and Skills**
- **Professional Development of Faculty Through Workshops, Conferences, and Other Opportunities**
- **Marketing of the Districts Programs, Services and Resources to Business, Governmental Agencies and Community Groups.**
**Who should serve as Advisory Committee Members**

Advisory committee members are private sector and public sector employers, employees, and community leaders who volunteer their time to assist the District with aligning its’ programs and services with the current trends in the industry as well as with accreditation and academic standard requirements.

Advisory Committee Members must be experienced and knowledgeable regarding the market trends, industry standards and skills required to be successful in the Cluster Area programs for which they will provide advice and recommendations. An ideal advisory committee member should be:

1. Actively involved in professional associations, labor unions or community organizations.
3. Knowledgeable of existing programs and able to develop new programs to respond to current and future labor market demands.
4. Able to make recommendations on the resources required to make the District’s programs marketable and competitive with other community colleges.
5. Knowledge of the academic programs and services offered by other community colleges and be able to offer recommendations on how the District can be more competitive with their potential competition.
6. Able to make recommendations on corporate, governmental, or institutional partnerships the District should form to strengthen its programs and services.
7. Familiar with funding programs that will assist the District in fulfilling its mission.
The Selection Advisory Committee Members

The Discipline Chair is the individual primarily responsible for the selection of appropriate advisory committee members. A letter of invitation should be mailed to advisory committee members from the Campus President (Sample included in Appendix A).

As the committee becomes fully operational, the advisory committee members will also recommend new and replacement members. Any new members should be approved by the District’s administration and the current members of the advisory committee.

Frequency of Meetings

The District will allow the Advisory Committees to determine how frequently they should meet to accomplish Pathway to the Future Advisory Committee Initiative for each target year.

The Discipline Chairs and other faculty will attend Advisory Committee Meetings and the Academic Officer, President, or District staff members will also attend.

At a minimum, an advisory committee should formally meet at least twice a year – once during each long semester – but may choose to meet more often as the need arises. An electronic list-serve with all members’ email addresses will be created and maintained by the Program Chair to encourage on-going dialogue and participation among committee members.

Term length for an advisory committee member

Each advisory committee member will be invited to serve a term of two years. The term of the advisory committee members should be staggered so that there is sufficient continuity of service among the committee members at all times.

Roles and Responsibilities of advisory Committee members

At the committee’s first meeting, the advisory committee elects a Chair, a Chair-elect, and if desired, a recording Secretary as the committee officers for terms of one year each. The duties of the officers are described below:
Advisory Committee Chair

1. Work with the District Program Chair and Workforce Administrators to set the dates, times and place for the meetings.

2. Work with the Program Chair and committee members to set the meeting agendas.

3. Appoint committee task forces or subcommittees as necessary and give them appropriate charges.

4. Send notices, in cooperation with the Program Chair, of meetings and copies of minutes to all committee members and the workforce administrators.

5. Follow up, in conjunction with the Program Chair, on all committee recommendations and reports.

6. Preside at all advisory committee meetings and represent the advisory committee at District.

7. Sign the minutes of committee meetings and submit any required documentation of committee business to the Program Chair.

Advisory Committee Chair-Elect

1. Serve in the absence of the Advisory Committee Chair.

2. Assume the role of the Advisory Committee Chair in the next year, at which time a new Chair-Elect is chosen by the committee.

Program Chair

The Program Chair is the WCCCD faculty member in charge of the program’s operation. As a WCCCD employee, he or she has no formal vote on the Advisory Committee. The primary role of the Program Chair is to facilitate the effective functioning of the Advisory Committee and to provide the committee with the resources it needs to fulfill its yearly Pathway to the Future Goal.

Secretary (Optional)

1. Keep attendance and record the proceedings of the committee and/or subcommittees.

2. Prepare the minutes, submit the minutes to the Chair for signing, and disseminate the minutes to the committee members for review.
All Advisory Committee Members

1. Attend and actively participate in all meetings of the committee and/or subcommittees.

2. Assist in program evaluation, curriculum review, and verification of labor market information and needs.

3. Assist in developing partnerships with businesses, industry, education institutions and the community organizations.

4. Assist in procuring internships, externships, employment for WCCCD students.

5. Assist in identifying professional development opportunities for the faculty.

6. Assist in resource development, promotion of the program, and recruitment and retention of a diverse set of students and faculty.

7. Assist in other advisory committee functions as requested by the Chair.
Removal or replacement of Advisory Committee Members

Advisory committee members may resign at any time, either by announcement of resignation at an advisory committee meeting as recorded in the minutes, or by formal letter addressed to the Program Chair and Associate Vice Chancellor for Workforce Development.

The removal of an advisory committee member by the Committee Chair or Program Chair may become necessary if the member becomes unduly disruptive to the advisory committee or otherwise frustrates the accomplishments of the legitimate business and function of the committee. Also, the removal of a member may be necessary if the member is inactive, does not attend meetings or significantly contribute to the accomplishment of the responsibility of the committee.

Advisory committee members may be removed by a majority vote of the committee or at the discretion of the Committee Chair in consultation with the Program Chair and the Designee of the Vice Chancellor of Educational Affairs and Distance Learning. If a disagreement arises among the parties involved, a resolution will be provided by the Vice Chancellor of Educational Affairs and Distance Learning.
Advisory Committee Meetings

Advisory committee meetings are essential if the District’s Advisory Committees are going to assist the District in fulfilling its Mission Statement and Pathway to the Future Initiative.

The minutes of the meetings provide documentation of compliance with District guidelines, state standards, and the individual program accreditation or licensing standards.

It is important that advisory committee meetings be well-planned, productive and well-attended. The format of advisory committee minutes is contained in Appendix B. This format provide for accurate and complete records of members’ attendance, presentations, discussions, decisions, actions to be taken, and responsible parties and deadlines for action.

A well prepared agenda should include discussion of such program considerations as the following:

- **Program demand** – as documented by local, state, and national data.
- **Student Enrollment** – is it adequate? If not, how might it be improved?
- **Program competencies** – are they meeting workplace needs? Are students well prepared in terms of academic as well as workplace skills?
- **External learning experiences** – Are they adequate? Is the student appropriately exposed to “on the job” conditions and expectations?
- Does the program have proper entry and exit points? Are students properly assessed and provided remediation as needed? Are there appropriate certificate as well as degree awards?
- **Student support** – Are students in the program served adequately to meet their learning needs, and needs for financial aid, counseling, child care, etc?
- **Program facilities and equipment** – Are they up-to-date and representative of the current workplace?
- **Faculty development** – How does the faculty remain current in knowledge/skills?
- **Program resources** – Is the District providing adequate budget and personnel? Is the program well-supported by local business and industry?
• **Program articulation** – Is the program well connected with feeder programs at the high school and transfer programs at four-year colleges and universities?

• **Student success** – Are students being retained and completing the program? How many graduates? Are students getting good jobs at high wages?

• **Accreditation Standards** – Is the program aligned with current Accreditation Standards?

**Cluster Area and Program Information**

The Program Chair or Designee of the Vice Chancellor of Educational Affairs and Distance Learning will provide each advisory committee member with the information they will need to fulfill their duties and responsibilities.

The following information will be distributed to all committee members, as applicable, upon the committee members’ acceptance of service on the advisory committee:

• Program Brochures

• WCCCD Catalog, including program description and curricula.

• Program review and profile.

• Licensure/approval/accreditation information and regulations. The Program Chair will include a brief narrative for each licensure/approval/accrediting body and the date of the most recent review, results of its report, and the date of the next review.

• List of all program full-time and adjunct instructors with brief descriptions of their qualifications.

• Other general information as appropriate, including maps and contact information.
General WCCCD Contact Information

This handout is intended to provide you with all of the information and tools you will need to be successful as a WCCCD Advisory Committee or Council Member. If you have further questions, please contact the following individuals for assistance:

Dr. Stephanie Bulger  
Vice Chancellor of Educational Affairs and Distance Learning  
(313) 496-2878

Dr. Ronald J. Harkness  
District Provost, Career Programs  
(313) 496–2610

Ms. Shawna Forbes  
Vice Chancellor for School of Continuing Education  
(313) 496-2587

<table>
<thead>
<tr>
<th>WCCCD Campuses</th>
<th>Presidents</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downriver Campus</td>
<td>Mr. Anthony Arminiak</td>
<td>(734) 946 – 3500</td>
</tr>
<tr>
<td>Downtown Campus</td>
<td>Ms. Denise Shannon</td>
<td>(313) 496 – 2758</td>
</tr>
<tr>
<td>Eastern Campus</td>
<td>Ms. Mawine G. Diggs</td>
<td>(313) 922 – 3311</td>
</tr>
<tr>
<td>Northwest Campus</td>
<td>Dr. Letitia Uduma</td>
<td>(313) 943 – 4000</td>
</tr>
<tr>
<td>Western Campus</td>
<td>Mr. Michael P. Dotson</td>
<td>(734) 699 – 7008</td>
</tr>
<tr>
<td>University Square</td>
<td>Dr. Sandra T. Robinson</td>
<td>(313) 962 - 7150</td>
</tr>
</tbody>
</table>
Appendix A. Workforce Programs by Cluster

In an effort to meet the Workforce needs of our communities Wayne County Community College District is constantly under program review, revision and development. Please note that the program clusters listed below are subject to change.

**Business, Marketing, & Management**
**Program Cluster**
Accounting  
Business Administration  
Entrepreneurship  
Hotel and Restaurant Management  
International Business  
Library Science  
Paralegal Technology  
Project Management  
Real Estate

**Commercial Arts Program Cluster**
Computer Games Animation  
Computer Games Development  
Digital Media Production  
Fashion Merchandising  
Forensic Photography  
Graphic Technology (Design or Print)  
Performing Arts (Theatre)  
Pre Architectural Design

**Engineering – Related Technology**
**Program Cluster**
Aviation Mechanic Airframe Option  
Aviation Mechanic Power plant Option  
E/E Computer Technology Option  
E/E Electronic Engineering Technology Option  
E/E Industrial Electronics and Control Technology Option  
E/E Telecommunications Option
Health Sciences Program Cluster
Certified Nursing Assistant
Community Health Worker
Dental Assistant
Dental Hygiene
Dental Laboratory
Dietetic Technology
Food Service Systems Management
Home Health Aide
Long Term Care Administration
Medical Administrative Office Assistant
Occupational Therapy Assistant
Surgical Technology (AAD) Option
Surgical Technology (Central Service Technology)
Surgical Technology (First Assistant Nursing
Pharmacy Assistant Technology
Phlebotomy
Pre Mortuary Design
Pre Physician Assistant
Veterinary Technology

Human Development Program Cluster
Addiction Studies
Child Care Training
Gerontology
Mental Health
Paralegal Technology
Pre Social Work

Information Technology Program Cluster
Computer Information Systems
Office Information Systems

Manufacturing and Construction Trades Cluster
Facility Maintenance
Heating, Ventilation and Air Conditioning
Industrial Computer Graphics Technology
Machine Tool Technology
Manufacturing Technology
Numerical Control Technology
Welding Technology
Public Service Careers Cluster
Criminal Justice (Law Enforcement Administration)
Criminal Justice (Corrections)
Emergency Medical Technology
Emergency Response Safety
Emergency Room/Multi-skill Health Care Technology
Fire Protection Technology
Food Service Systems Management
Legal assistant Technology
Mental Health
Pre-Social Work
Forensic Photography

Transportation Program Cluster
Automotive Service Technology
Aviation Mechanics (Airframe Option)
Aviation Mechanics (Power plant Option)
Heavy Equipment Maintenance
Logistics Management

Appendix B. Sample Agenda for Program Advisory Committee

Wayne County Community College District
___________ Program Advisory Committee
_______________Location
____________________ Date

I. Call to Order
   A. Welcome and Introductions
   B. Approval of Minutes

II. Reports

   A. Program Update – Program Chair
      i. Faculty
      ii. Current Offerings
      iii. Enrollment Data
      iv. Curriculum Revisions
      v. External Learning Experiences
      vi. Special Projects
      vii. Student Activities and Retention Efforts
      viii. Special Populations
      ix. Program Evaluation/Accreditation
x. Student Success –
   1. Graduates,
   2. Completers,
   3. Placement
   4. Transfers, etc

B. Guest Presentations
C. Committee Reports – Old/Continuing Business
D. Follow-up reports on recommendations from previous Advisory Committee Meeting

III. New Business
   A. Emerging Technology/Trends in the Industry
   B. Job Placement/Employment Trends
   C. Related Industry Needs
   D. Curriculum
   E. Recruiting Activities
   F. Equipment Needs
   G. Other Resource Needs –
      i. Faculty
      ii. Facilities
      iii. Learning Resources, etc.
   H. Faculty Development
   I. Contributions from Industry
   J. Grant Information
   K. Student Needs – Retention Efforts
   L. Articulation Activities
   M. District and System Updates

IV. Summary of Decisions, Recommendations and Timelines for Action
V. Adjournment
### Appendix C. Required Format for WCCCD Advisory Committee Minutes

**Title of Program:**

**Chairperson:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
</table>

**Recorder:**  

**Previous Meeting:**

#### Members Present:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Name &amp; Title</th>
<th>Name &amp; Title</th>
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</tbody>
</table>

#### Agenda Items

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Information</th>
<th>Recommendations</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Key Discussion Points</td>
<td>Person(s) Responsible for Reporting Results</td>
<td></td>
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<tr>
<td></td>
<td>Action Taken</td>
<td></td>
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<tr>
<td>Program Update</td>
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<td></td>
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<tr>
<td>Guest Presentations/Committee Reports</td>
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<tr>
<td>Follow-up on Previous Recommendations (Old Business)</td>
<td></td>
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<td></td>
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<tr>
<td>Continuing Business</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>New Business</td>
<td></td>
<td></td>
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<tr>
<td>Summary of Decisions, recommendations, Timelines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair Person’s Signature:</td>
<td>Date:</td>
<td>Next Meeting</td>
<td></td>
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</table>
# Appendix D. Instrument for Annual Evaluation of the Program Advisory Committee’s effectiveness

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Committee has held at least two Meetings</td>
<td></td>
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<tr>
<td>The Committee abides by the WCCCD Handbook for Advisory Committee/Council Members</td>
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<tr>
<td>The Committee elects officers on a regular Systematic basis (yearly)</td>
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<tr>
<td>The Committee reports formally to the Appropriate District Administrator(s)</td>
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<tr>
<td>The Committee membership is representative Of the community and the business/industry That the program serves</td>
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<tr>
<td>Members are notified of meetings in a timely Manner</td>
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<tr>
<td>The agendas are prepared and distributed in Advance of each meeting</td>
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<tr>
<td>Committee members actively participate In meetings</td>
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<tr>
<td>The committee meeting minutes are maintained As permanent records and are distributed to the Appropriate District and campus personnel and Members of the committee in a timely manner</td>
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<tr>
<td>Committee members are aware of the specific Purpose of the committee and are familiar with Related District polices</td>
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<tr>
<td>The committee reviews outcome data from the Program, including student enrollment, Retention rates, graduation rates, placement rates, etc.</td>
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<tr>
<td>Statement</td>
<td>Yes</td>
<td>No</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>Faculty and administrators attend the committee meetings regularly</td>
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<tr>
<td>The District is responsive to the input of the Advisory committee</td>
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<tr>
<td>Committee members are publicly recognized for their service</td>
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<tr>
<td>The committee has been involved in the Development and review of the program Curricula</td>
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<tr>
<td>The committee has reviewed the current program Curricula to determine if it is meeting the needs of the students and the projected employment needs of business and industry</td>
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<tr>
<td>The committee is active in recruitment of new and diverse students</td>
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<tr>
<td>The committee is active in the search for and procurement of new equipment, materials and facilities</td>
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<tr>
<td>The committee promotes and advocates successfully for the program</td>
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<tr>
<td>The committee follows up on recommendations for program improvements</td>
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<tr>
<td>The committee evaluates its effectiveness yearly</td>
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</table>

Name (optional):__________________________________________________________

Date of Evaluation: ____________________________________________
Appendix E. Brief Overview of Parliamentary Procedures

1. The purpose of parliamentary procedures is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.

2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.

3. All members have equal rights, privileges, and obligations. One of the chairperson’s main responsibilities is to use the authority of the chair to ensure that all persons attending a meeting are treated equally—for examples, not to permit a vocal few to dominate the debates.

4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with the majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members – majority and minority – should be the concern of every member, for a person may be in a majority on one question, but in the minority on the next.

6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member’s right to vote.

7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover. All meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Robert’s Rules of Order Newly Revised – First adopted in 1876, Robert’s Rules of Order is the most commonly used system for Parliamentary Procedure used in the United States. The term “rules of order” refers to written rules of parliamentary procedure formally adopted by an assembly or an organization. Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection. The object of rules of order is to facilitate the smooth functioning of the assembly and to provide a firm basis for resolving questions of procedure that may arise.
The Main Motion – The purpose of the main motion is to introduce business.
Main motions:

- Take precedence over no other motion. Cannot be made when another motion is before the assembly (is pending)
- All subsidiary or incidental motions can be applied to them
- Not in order when another member has the floor
- Require a second
- Are debatable
- Require a majority vote (More than half the votes legally cast)
- Can be amended
- Can be reconsidered

Procedure for handling a Main Motion

- A member request recognition from the chair
- The chair recognizes the member by announcing his name or title, or in a small assembly, by nodding to him or her
- The member makes the motion: “I move that (or to...)
- Another member seconds the motion “I second the motion” or even “second”
- The chair states the motion: “It has been moved and seconded that ...”
- A member can debate the motion
  o Before speaking in debate, members obtain the floor as stated above
  o All remarks must be addressed to the chair
  o Debate must be confined to the merits of the motion
  o Debate can only be closed by order of the committee (2/3 votes) or by the chair if no one seeks the floor for further debate
  o The chair puts the motion to a vote
  o The chair announces the result of the vote

Other Motions

1. Privileged Motion are such that, while having no relation to the pending question, are of such urgency, or importance that they are entitled to immediate consideration

2. Subsidiary Motions are those that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it (e.g., “I move to table this motion...to postpone the motion...: to study further the implications this motion might have,,,,”; etc)

3. Incidental Motions: The purpose is to provide a means of questioning procedure concerning other motions and must be considered before the main motion.
Appendix F. Guidelines for Exemplary Workforce Coordinating Board

1. All catalogs, brochures, and schedule information is current and correct

2. The program documents current program needs and validity of the curriculum

3. The program integrates necessary basic, academic and SCAN skills (SCAN = Secretary’s Commission on Achieving Necessary Skills).

4. The program documents 100% compliance with all criteria in the Guidelines for Instructional Programs in Workforce Education (GIPWE).

5. The program equipment, facilities, and other resources are appropriate for instruction and meet the standards of business and industry.

6. The program integrates instructional technology and a variety of other instructional formats.

7. The program has produced at least 15 graduates/completers over the last three years.*

8. The program has placed at least 85% of all program graduates/completers within one year in employment, further education or the military.*

9. At least 90% of the program graduates/completers pass required licensure examinations.*

10. If the program has professional credentialing requirements, it documents compliance with the standards of the respective agency

11. The number of faculty is adequate and well prepared to support the program.

12. The program documents active partnerships with secondary schools and area universities.

13. The program documents active partnerships with business and industry

14. The program documents student and employer satisfaction with the program

15. The program documents involvement of an active and representative advisory committee.

16. The program demonstrates that it has used the results of program evaluations for program improvement.

17. The program has received local, state, or national recognition for excellence.

*NOTE: These figures may vary according to the accreditation requirements
Appendix G: Creating Partnerships: Role of the Committees

Advisory Committees

Reviews Process

- Review program goals and objectives.
- Participate on program evaluation teams.
- Compare program accomplishments with program objectives.
- Compare student performance with business and industry standards.
- Review adequacy of facility as a training site.
- Evaluate quality and quantity of graduates and job placement.
- Make recommendations for program improvement.
- Give periodic reports to college administration and Board of Trustees.

Job Placement

- Organize student/employer conferences.
- Notify instructors of job openings for students.
- Provide students with cooperative work experiences or internships.
- Promote potential cooperative work sites with other employers.
- Assist students in developing interviewing skills.
- Conduct occupational surveys.
- Hire Edmonds Community College degree and certificate graduates.

Student Organization

- Assist in developing and judging competitive skill events.
- Sponsor student activities.
- Promote student organizations and event

Community Relations

- Increase community awareness of the college’s educational programs.
- Establish awards programs to recognize outstanding students, teachers, and community leaders.
- Help identify funding to promote programs.
- Participate in college events.
- Assist in developing and implementing a marketing plan.
- Assist in selecting nominations for scholarship programs.
- Participate in the development of scholarship support for students.
- Provide tours and field trip experiences.
- Provide speakers.
- Assist in recruiting potential students.

Program Development

- Identify new technologies to include in classes or programs.
- Determine labor market needs, trends, and directions.
- Ensure that program content teaches the skills necessary to enter a specific job market.
- Review instructional materials for technical accuracy.
- Assist in obtaining instructional materials.
- Recommend equipment, supplies, basic skills curriculum and safety policies and procedures.
- Provide equipment and facilities for specialized training.

More than 85 percent of our graduates find jobs in fields relating to their career program.
All Aspects of the Industry

A Key Element of the Perkins Act and the School-to-Work Opportunities Act

Both the Perkins Vocational and Applied Technology Education Act and the School-to-Work Opportunities Act emphasize giving students a comprehensive perspective and range of skills across an industry. They require that programs "provide students with strong experience in and understanding of all aspects of the industry students are preparing to enter" and they identify eight aspects in particular (which can encompass the following types of knowledge and skills):

"Planning" (e.g., examined both at the industry level and at the firm level; various forms of ownership, including cooperatives and worker ownership; relationship of the industry to economic, political, and social context).

"Management" (e.g., methods typically used to manage enterprises over time within the industry; methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions).

"Finance" (e.g., ongoing accounting and financial decisions; different methods for raising capital to start or expand enterprises).

"Technical and production skills" (e.g., specific production techniques; alternative methods for organizing the production work, including methods which diversify and rotate workers' jobs).

"Underlying principles of technology" (e.g., integrated study across the curriculum of the mathematical, scientific, social, and economic principles that underlie the technology).

"Labor issues" (e.g., worker rights and responsibilities; labor unions and labor history; methods for expanding workers' roles).

"Community issues" (e.g., the impact of the enterprise and the industry on the community, and the community's impact on and involvement with the enterprise).

"Health, safety, and environmental issues" (e.g., in relation to both the workers and the larger community).
Legislative requirements

Both community colleges and secondary schools receiving Perkins funds are obligated to provide students with "strong experience in and understanding of all aspects of the industry students are preparing to enter, including planning, management, finance, technical and production skills, underlying principles of technology, community issues, labor issues, and health, safety, and environmental issues."

The Perkins Act defines "general occupational skills" as "experience in and understanding of all aspects of the industry the student is preparing to enter, including planning, management, finance, technical and production skills, underlying principles of technology, labor and community issues, and health, safety, and environmental issues." (Section 521-17.)

Both planning and accountability procedures focus on providing students with experience and understanding in all aspects of the industry:

- State plans, which guide all state and local Perkins Act expenditures, must be based on state assessment of "the capability of vocational education programs to provide vocational education students, to the extent practicable, with strong experience in and understanding of all aspects of the industry students are preparing to enter (including planning, management, finance, technical and production skills, underlying principles of technology, labor and community issues, and health, safety, and environmental issues)." (Section 113(a)(3)(B)(I))
- Local programs must evaluate annually program progress in providing students "with strong experience in and understanding of all aspects of the industry students are preparing to enter" (Section 117(a)(2).)

The School-to-Work Opportunities Act of 1994 provides assistance for states and localities to develop school-to-work systems meeting certain criteria, and teaching all aspects of the industry is at the core of those criteria. Programs must, to the extent practicable, provide all students with strong experience in and understanding of all aspects of the industry they are preparing to enter. Both the work-based and the school-based components of these are to provide instruction in all aspects of the industry in an integrated manner, so that students emerge with an industry-wide perspective and competencies. The U.S. Departments of Education and Labor have responsibility for developing program performance measures regarding student experience in and understanding of all aspects of the industry.
Why "all aspects" is vital to vocational education improvement and reform

The "all aspects" mandate arose from the same concerns as the requirement that programs integrate vocational and academic education. It reflects Congress's judgment that students need a broad range of transferable skills in order to succeed in employment. The Senate Labor and Human Resources Committee reported on the Perkins Ad Amendments of 1990:

"The accelerated rates of change in industries and in the skills required by those industries demand that vocational education prepare students not only for a job but for a lifetime of work. . . . In fact, it is estimated that most workers will change jobs more than five times during their working years. Vocational education's mission, therefore, must be that of ensuring that students graduate with both the vocational and the academic skills upon which they can rely time and time again as they learn new skills, new trades, or wholly different vocations in adapting to these changes.

"Skill requirements for jobs are becoming more generic and less job-specific. The need for all students to acquire generic work-related skills argues against secondary occupationally-specific programs unless these are well integrated with symbolically based-learning." (Page 9, quoting with approval Dr. Sue Berryman, Director of the Institute on Education and the Economy.)

Similarly, the House Report, page 6, declared: "The Committee heard witness after witness describe the problem of businesses that were forced to hire persons who were too narrowly trained in specific vocational skills....

Providing students with understanding and experience in all aspects of their chosen industry is essential to addressing:

- **Integrating Academic and Vocational Education.** If vocational skills are limited to a narrowly defined job task, it is almost impossible to integrate advanced academic skills. Successful integration depends on having a rich context for applying academic skills and knowledge. Covering all aspects of the industry provides that context. Analyzing and solving the problems facing an industry and the enterprises within it involves utilizing skills in reading, writing, mathematics, science, and social studies.

- **Empowering Students to Make Career and Life Choices.** If programs provide only the skills for one job, they force students in their early teens to choose what occupation they will have for the rest of their lives. They leave students unprepared to change their career goals or to cope with labor market changes. Teaching all aspects of an industry gives students transferable skills, such as planning and management, which expand their later opportunities.
• **Enabling Students to Adapt to Technological Change.** Asking schools to predict how technology will change and to constantly revamp equipment is no longer reasonable -- if it ever was. Providing students with broad skills in all aspects of an industry, together with academic skills, enables them to understand and adapt to changes when they leave school and throughout their careers.

• **Involving Students in Economic Development.** If programs prepare students only to fill the current job openings in low-income communities, students are left dependent upon too few jobs, which demand too few skills and provide too little income for a decent life. In contrast, students who understand and have experience with planning, management, community issues, etc., can survive, thrive, and help others in low-income communities.

Approaches to incorporating all aspects of the industry

There are many ways to incorporate all aspects of the industry. Agriculture programs have always taught all aspects of running a farm -- students have learned not just how to pick crops or use farm tools, but how manage and finance a farm, as well as soil chemistry, animal husbandry, plant botany, etc. This approach can be expanded to programs in all areas. For example, students in an automotive program, instead of only learning repair skills, can establish and run a repair shop and, in doing so, study the history of transportation and the automotive industry, the relationship of the shop to other parts of the industry, the physics behind alternative engine designs, pollution and proper automotive waste disposal, the role of auto workers and their organizations, etc.

"Academies," which are often school-within-a school programs focusing on a particular industry, can be designed to involve students in all aspects of the industry. They involve teachers from a variety of disciples in joint planning and team teaching. Some academies have strong links with firms in their industry, which provide mentors, guest speakers, and even student internships. Cooperative placements with employers can be restructured so that the student's work experience fosters a critical understanding of all aspects of the industry and contributes to deeper academic skills.

A community development approach can also be very effective for teaching all aspects of the industry. School curriculum can focus on creation of student-run enterprises. After researching and assessing their community's resources and needs, students select, develop, and run an enterprise which serves an unmet community need, is economically viable, and is democratically managed in order to give each student experience in all aspects of the enterprise and industry. Examples of enterprises include child care centers and housing rehabilitation.
The ultimate question for any program is not whether it follows a particular model, but how well it fosters a) use of basic and advanced academic skills in all subject areas, and b) strong understanding of and experience in all aspects of the industry listed above. Not all academies, cooperative placements, or student enterprises do so. Whatever model is used, it is vital to incorporate a variety of perspectives on each aspect, so that students learn to understand how employers, employees/organized labor, and community members see planning, management, and other issues.

Finally, whose version of "all aspects of the industry" will be built into the curriculum must be addressed. For example, to allow corporations alone to define the meaning of "planning," "labor," "environment," etc. would not serve the public interests of education or students' needs for critical thinking skills. Schools should draw upon a full range of sources in the outside the school develop each of these aspects. Thus, there is a link between the Act's requirements of all aspects of the industry and those on participatory planning by teachers, parents, students and area residents.

*The Center for Law and Education's VOCED Project provides technical assistance on implementing the "all aspects" approach. The VOCED Project works on local, state, and national levels to redirect vocational education and school-to-work programs to better meet the long-term educational, social and economic needs of students and communities. Funding for the VOCED Project has been provided by the DeWitt Wallace-Reader's Digest Fund, the Ford Foundation, the Joyce Foundation, and the Charles Stewart Mott Foundation.*