Workforce Advisory Committee Handbook

2014-2016

GCC is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC).

Should you have any recommendations for improvements to this document, please direct them to the Associate Deans of Trades and Professional Services.

Latest Revision: August 2014

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President's Message

One of the central tenets of Guam Community College's mission is to provide programs that respond to the needs of our community. Two critical questions we ask are:

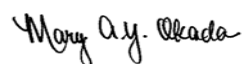What are employers and industries in Guam and the region looking for?

What kind of employees do they want to hire?

Advisory Committees can be an effective mechanism for ensuring that the College accurately answers these questions.

Advisory Committees are designed to provide a unique perspective and an informed viewpoint, ensuring that the curriculum remains relevant to business and industry needs. These committees should serve as a critical link between GCC, the community, and the Pacific region. Close cooperation is made possible as business, industry, and labor representatives have a vested interest in helping GCC to provide accurate and innovative education and skills training, and in ultimately, helping students to succeed. Overall, Advisory Committees are not only critical in the successful implementation of career and technical programs, but they also play a vital role in guiding, strengthening, and improving these programs.

The expertise that members of various career and technical fields can provide our students will enable them to be prepared to meet the challenges of their chosen careers. These industry partnerships are the college's reassurance to the community that our graduates will be capable of performing competitively in our dynamic job market. Such input also provides a better understanding for faculty and staff of the needs of the occupations for which we prepare our students.

The Guam Community College Board of Trustees, the college staff and I appreciate the valuable service these Advisory Committees can provide. We encourage you to partner with us as a member of a GCC Advisory Committee, and we thank you for the time and dedication invested in our students and our community.

Mary A.Y. Okada

Mary A. Y. Okada, Ed D.

President

Who We Are

Vision

Guam Community College will be the premiere educational institution for providing globally recognized educational and workforce development programs.

Mission

Guam Community College is a leader in career and technical workforce development providing the highest quality student-centered education and job training for Micronesia.

Sinagan Misión (Chamorro translation)

Guiya i Kulehon Kumunidåt Guåhan, i mas takhiló mamanaguen finá chéchó yan i teknikåt na kinahuló i manfáfachéchó ya u ná guáguaha nu i manakhiló yan manmaolek na tiningó ni i manmafananågui yan i finánáguen chóchó
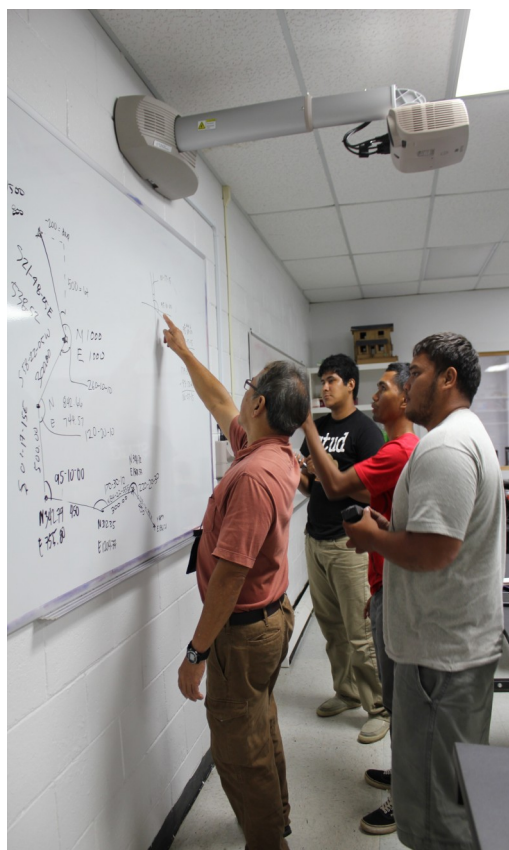
Core Values

GCC's strength and success are driven by:

Diversity

We value an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

Accountability

We value a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

Service

We support and recognize service at all levels of the College, striving to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

Learning-Centered

We foster intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

Student-Focused

We are committed to education, inquiry, and service in order to meet our students' ever-growing and changing needs.

GCC's Goals & Initiatives

Goal 1—Retention & Completion

Strengthen and improve curriculum and educational experience that fosters retention and completion to prepare our students for engagement in a global workforce.

Initiative 1: Incorporate the student-centered learning model into the curriculum and the classroom.

Initiative 2: Strengthen the professional development support for faculty to effectively implement the student-centered method.

Goal 2—Conducive Learning Environment

Transform the campus into a facility conducive for learning and teaching with a genuine sense of family spirit and dialogue among employees who are committed to student access and student success.

Initiative 1: Enhance and monitor the College's facilities master plan to keep pace with institutional growth projections and priorities.

Initiative 2: Strengthen the participatory governance process to ensure that all stakeholders understand their role in collaborative governance.

Goal 3—Improvement and Accountability

Enhance the existing integrated planning ,review and evaluation processes that provide for the allocation of resources based on assessment result and college-wide priorities, in order to boost improvement and accountability.

Initiative 1: Update the College's existing institutional financial/resource allocation master plan to align with the new Institutional Strategic Master Plan vision, mission, and goals.

Initiative 2: Utilize the institution's assessment system and program review to evaluate the effectiveness of the College's resource allocation process.

Goal 4—Visibility and Engagement

Promote the Guam Community College brand to achieve regional, national, and international recognition.

Initiative 1: Market and highlight the GCC brand.
Initiative 2: Promote internationalizing our campus.

Purpose

The Advisory Committee serves to strengthen the Career and Technical (CTE) programs. They are advisory and have no legislative, administrative, or programmatic authority. The committees work cooperatively with college officials in planning and carrying out their work. An Advisory Committee is established to perform the following:

- **Advise** - The Advisory Committee assesses specific areas of the CTE program. Recommendations made by the committee are designed to improve particular content areas;

- **Assist** - The Advisory Committee may help instructors and/or administrators carry out specific activities;

- **Support** - The Advisory Committee provides support for the CTE program it serves;

- **Advocate** - The Advisory Committee promotes the CTE programs throughout the community.

Role

The primary purpose of the Advisory Committee is to help the College ensure that the program is relevant to the community, address current industry standards and workforce needs, and has appropriate resources to support high quality student outcomes.

Individuals who comprise the committee are volunteers who have expert knowledge and experience in the career tasks and competency requirements in the occupational field the program serves. To be effective, members should have a clear sense of trends in the field. They moreover, should be able to identify skills that will ensure employability of the program's graduates, and be able to identify jobs that don't exist but are likely to in the near future. Having this ability ensures that the program is kept on the cutting edge. Thus, the role of the committee is to offer recommendations for improvements that will ensure growth and expansion of the program. It accomplishes this purpose by placing its focus on a number of areas as outlined below .

Program Development

- Provide input to and be knowledgeable of the College's Strategic Plan.

- Determine need for education programs and related continuing education offerings.

- Participate in designing community and/or employer surveys and analysis.

- Recommend appropriate new program development.

- Provide guidance on program delivery.

Program Curriculum

- Identify occupational competencies needed by the workforce.

- Recommend student proficiency standards.

- Review course content, sequencing, assessments, and validation of content.

- Recommend equipment purchases and facility changes.

- Identify new and emerging technologies and jobs.

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Student Recruitment, Retention, and Placement

- Recommend program marketing strategies to recruit students.

- Facilitate fieldtrips, internships, and work experience opportunities for students.

- Monitor program placement data.

- Develop resources for scholarships.

- Review student service functions and programs and recommend possible changes and enhancements to these services.

- Assist graduates in the attainment of permanent employment in areas that reflect their educational and occupational backgrounds.

Program Evaluation

- Identify future environmental and industry trends impacting the program.

- Provide concrete recommendations for improvement.

- Monitor annual progress of program improvement plans.

Public Information

- Stimulate public awareness of career and workforce education needs and contributions.

- Participate in public hearings and other legislative activities that impact the program and College.

- Recommend strategies for forging a stronger relationship between the College and the community.

- Promote and advocate for the program in the community.

Facility Improvements

- Review and recommend facility and/or equipment improvements.

- Evaluate and recommend design, space, equipment, and layout of laboratories.

Instructor Guidance

- Facilitate opportunities for cooperative relationships with business and industry.

- Identify community or business resource people.

- Advise on occupational trends and new technologies to help guide instructor development.

- Identify qualifications and assist in the recruitment of instructors.

Structure

Committee Design

Balanced representation in an Advisory Committee is important to its success.   The membership should reflect a cross section of business and industry served by the program. It is recommended that the following criteria be taken into consideration when deciding on the committee's composition:

- **Employee/Employer Balance**

  A balance between employers and employees is desirable.

- **Educators**

  As members of the institution, educators are critical in that they may be called to do more than other committee members. These members should expect to offer clear explanations from the College's perspectives of issues or challenges presented before the committee or to obtain additional information before the next meeting occurs. Also, educators may be asked to prepare reports, do research, or make special arrangements for facility and equipment utilization by the committee.

- **Organized Labor**

  Should the career or technical area have an organized union, representation in the committee is recommended.

- **Gender, Age, Minority, & Disability Status**

  There is considerable concern regarding gender, age minority, and disability status bias with respect to recruitment of new workers. It can be a great asset to include members who have a good grasp of these issues and who are sensitive to the concerns and viewpoints of special populations.

- **Students**

  Former and current students can make a valuable contribution in light of their knowledge and experience in the program.

- **Size/Type of Business Organization**

  Depending on the size and type of organization, individuals are hired in the same occupational area with different expectations. The committee should be cognizant of the differences and similarities between them.

Associations

- Some professions, businesses, or industries may have associations established to represent the viewpoints of its members. Representation in the committee is highly recommended.

Qualities to look for when selecting committee members

- Commitment
- Sincere interest
- Garners the respect and confidence of other community members
- Dedication to the occupation and community
- Knowledgeable about the field represented
- Good communication skills
- Respectful of the ideas of others
- Ability to work well with others

Size of Committee

The number of members will vary with the nature and size of the program. On one hand, a committee that is too small may result in limited perspective, inadequate information on career fields, and too little diversity. On the other, one that is too large may prove to be unmanageable. It is recommended that there be a minimum of six members and no more than 15 active representatives from business and industry.

Term of Appointment

Members are appointed to serve in an Advisory Committee for a two-year term beginning in August.

Meetings

Frequency of meetings may vary according to the needs of the program. In general, the committee holds at least two meetings each academic year. However, should the need arise, additional meetings may be called by the chair, department chair, or the division Dean.

Also, alternative methods of meeting may be considered, to include online and off-site meetings.

College Representatives

College representatives serve in an ex-officio capacity. The following individuals will be invited to all meetings:

- Campus President or designee
- Vice President of Academic Affairs
- Division Dean/Associate Deans for the program
- Assistant Director of Career and Workforce Development
- Program chair
- Program faculty members

Process of Appointment

Advisory Committee

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The **Board of Trustees** formally appoint Advisory Committee members

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The **President** recommends the members to the Board of Trustees

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The **Dean** submits the names of individuals recommended by the Department to the President

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The **Department** nominates/recommends individuals and submits their names to the appropriate Dean
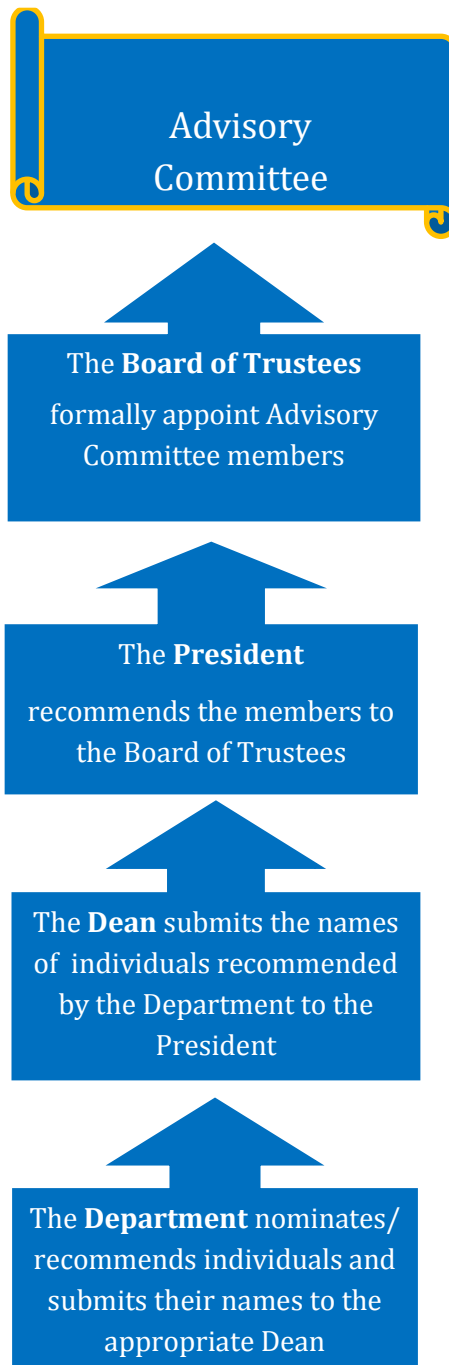
Operation

The viability and effectiveness of an Advisory Committee is dependent upon the degree of support it is given not only at the initial stage or organization, but throughout its cycle. A committee's success can be ensured if a mechanism is put in place that facilitates involvement in the instructional program. Active involvement needs to be regular, systematic, and genuine.

General Functions & Guidelines

Overall, the functions of the committee and guidelines for planning and conducting meetings will be the same. The following tasks apply:

- An orientation for members is conducted

- Meetings (time, date, and place) are established

- Meeting agendas are developed and followed

- Records of the meetings are kept

- A notice of meetings is prepared and given to members

- Arrangements for successful meetings are completed (room reservation and setup, materials, refreshments, etc.)

- Minutes of meetings are prepared and distributed to members in a timely manner

- Meetings are conducted in a professional manner (informal but structured climate). Discussion of agenda topics is open and free, but parliamentary procedure is followed when official action is taken

- Space is designated in a file drawer for use by the Advisory Committee

- Communication between the Advisory Committee and the College is reciprocal and continuous

- The committee knows and follows the channels of communication

- Official communications are signed by the chairperson of the advisory committee

Member Orientation

With a newly organized or reorganized advisory committee, it is generally advisable to provide orientation. Typically, this may be done at the first meeting with the educator as chairperson. The following are recommended areas that may be included:

- The role and functions of the Advisory Committee

- Operational Guidelines

- Getting acquainted with other members

- Overview of the educational program

- Program curriculum

- Review of the department and/or program's plan of action

- Distribution of the Advisory Committee Handbook to each member

Meeting Agendas

The agenda is the plan for the meeting and lists the items to be discussed and considered. It also includes a time schedule for accomplishing tasks. Input for agenda items from the members encourages an inclusive process and ownership of agenda topics. The agenda is the responsibility of the chairperson who is encouraged to solicit agenda items at each meeting for the next meeting (Please refer to Appendix for Sample Agenda).

Meeting Minutes

The **minutes are records** of what occurs at a meeting. They should be **brief, factual,** and **objective**. They serve as a reminder of the subjects previously discussed and ensure that pending items or referred questions are not forgotten (Please see Appendix for a sample format). Minutes are significant for the following reasons:

- Agreement as to the action suggested or needed

- Substantiation of the meetings, accomplishments, and accountability

- A vehicle for communication with the committee

Pre-distribution of agendas and post-meeting distribution of minutes, prior to the next meeting are helpful for communication, involvement, and interest. These provide also an opportunity to address other items such as updated information and data, notices, and other matters of interest. A copy of the minutes are submitted to the appropriate Dean.

Advisory Committee Meetings

The initial meeting will be different in scope from subsequent meetings in that most of the time will be spent on orientation of members and the organization of the committee. The first meeting should be carefully planned as it is important to set the tone for future meetings and equally important, to firmly establish effective relationships from the start (Please refer to the Appendix for the First Meeting Agenda sample).

A well-planned, professionally conducted first meeting will set the stage for a productive second meeting. The second meeting may be the time to complete the "Plan of Work" that will guide the committee's activities. This meeting may also provide educators the opportunity to transfer the leadership to committee members. Hence, the committee becomes operational at this point.

Meetings that follow would be for the purpose of completing the committee's Plan of Work. The number of meetings decided by the committee is dependent upon the scope of work to accomplish. With a new committee, it is recommended that members begin with goals and objectives that will lead to a relative degree of success. For a re-organized committee, the goals and objectives may be continued from the previous year.

Committee Officers

Committee Officers

An Advisory Committee needs a leadership structure that is functional. A committee should have at minimum, a chairperson and a secretary. The chairperson in particular should possess leadership skills that enables him/her to lead the group in discussion and towards the accomplishment of committee goals and objectives, as well as involve all members. The secretary position can take the form of an "executive" secretary which could extend the role of the educator. The overall role and responsibilities of committee officers and college representatives are outlined below.

Chairperson

- Presides over all committee meetings
- Responsible for and develops the agenda
- Solicits input of members
- Encourages involvement of all members
- Facilitates discussion and work of the committee
- Works with college representatives in planning dates, times, places and agenda/ materials for meetings

Co-Chair

- Conducts meetings in the absence of the chair
- Assists the chair in meeting the goals & objectives of the committee

Secretary

- Prepares the minutes
- Acts as point of contact for regular communication, timely committee (verbal & written) announcements, and dissemination of information
- Produces accurate and neatly prepared reports/documents

College Representatives

Program chairs serve as the designated official representatives of the College for the Advisory Committee. They will take all necessary action in maintaining, planning, and holding meetings of the committee. Duties include:

- Provide support needed for the work of the committee to be carried out (record minutes, assure copies of the minutes, reports, recommendations, notices, and other materials are disseminated to members and other appropriate staff)

- Coordinate meeting room facilities and refreshments for attendees

- Provide statistical and descriptive information concerning the College, program, and its performance, and other materials as needed

- Present concerns about the program to the advisory committee for discussion and recommendations

- Work with members to develop and implement a "Plan of Work" for the committee

- Present to the committee any action taken as a result of the committee recommendations

- Maintain a current file on advisory committee businesses/organizations

Appendices

Appendix A: Public Law 14-77

                    Board of Trustees Policy 335

Appendix B: Guam Community College Policy Statement

Appendix C: 1st Meeting Agenda

Appendix D: Agenda Format

Appendix E: Minutes: Sample Format

Appendix F: Advisory Committee By-Laws

Appendix G: Advisory Committee Plan of Work

P.L. 14-77 & Policy 335

Public Law 14-77

Public Law 14-77, Fourteenth Guam Legislature (Bill 499), Section 11964 states: Advisory Committee. The Board shall establish Craft Committees for each of the different career programs or levels of instruction and appoint committee members from among people in the community who can best advise the Board in their area of expertise or on matters

GCC Board of Trustees Policy 335

Craft Advisory Committees for Vocational-Technical Education (CTE)

WHEREAS, the beneficial role and function of Vocational Advisory Committees is nationally recognized as a means of ensuring quality in Vocational Education; and

WHEREAS, the vocational education programs of Guam Community College will benefit from the advisory assistance of such committees.

NOW, THEREFORE, BE IT RESOLVED, that there shall be established one functioning Craft Advisory Committee for each vocational, education program of the College.

BE IT FURTHER RESOLVED, that the President of the Guam Community College shall have the authority for appointing members to the various craft advisory committees upon recommendation by the department in each vocational area.

Amended & Adopted: November 17, 2008
Resolution 64-2008

Adopted: April 6, 1994
Resolution 28-94

Appendix A

GCC Policy Statement

Each Advisory Committee member recognizes that the role of the Advisory Committee is to "assist" and "advise".

Each Advisory Committee will organize itself, determine its meeting times, select officers and subcommittees (if needed), and formulate its programs and meeting agendas following current Guam Community College Board of Trustees policies.

The President, as authorized by the Board, will notify advisory committee members of official appointment by letter.

Advisory Committee recommendations will be made in writing and presented to the appropriate Dean for review by other College officials and the Board.

Instructors and other individuals will have the opportunity to suggest agenda items.

Each Advisory Committee will meet at least two times a year.

Committee records will be kept on file at the College.

Appendix B

First Meeting Agenda

I.   Opening remarks and introductions
The educator should assume responsibility as the temporary chairperson.

II.   Appointment of a temporary secretary

III.   Explanation of the Advisory Committee concept
The educator can give a brief overview of the role of the Advisory Committee Handbook and give examples of what other committees have done. The description may also include a general description of the program and where documents can be found.

IV.   Explanation of the steps to be taken in establishing an operating structure
The educator can explain the need for a set of rules of operation and appoint an ad hoc subcommittee to develop a proposed set of rules to be considered a the next meeting.

V.   Election of Officers

VI.   Plans for the next meeting
The educator should have the committee set the date, time, and for the next meeting as well as remind members the rules of operation will be on the agenda and that the committee will need to begin developing an annual program of work.

VII.   Adjournment

Appendix C

Sample Agenda Format

(Name of Advisory Committee) Agenda		
Date:		**Time:**
Location:		
Facilitator:		
Attendees:		
Agenda		

Item #	Topics/Discussion	Action Points	Individual Responsible
	Old Business		
	New Business		

Appendix D

Minutes: Sample Format

(Name of Advisory Committee) Minutes			
Date:		**Time:**	
Location:			
Facilitator:			
Attendees:			
Minutes (Highlight main points)			
Item #	**Topics/Discussion**	**Action Points**	**Individual Responsible**

Appendix E

Advisory Committee By-Laws

Advisory Committee By-Laws

ARTICLE I: Name

The name of this committee shall be _____
Advisory Committee for the Guam Community College.

ARTICLE II: Purpose

The purpose of this advisory committee is to provide a link between Guam Community College's instructional program and the community through coordinated activities. The Committee will assist and advise the institution regarding the quality of the _____ educational program and services.

ARTICLE III: Membership

Section 1: Membership—The Advisory Committee shall consist of _____ members, appointed by the President, as delegated by the GCC Board of Trustees and based upon recommendations of the individuals involved in the instructional program and the administrators of the program.

Section 2: Term of Membership—The term of membership shall be for two years with a replacement plan devised by the Committee during its first year of operation.

Section 3: Membership Year—The membership year shall be from August 8 through August 7 of each year.

ARTICLE IV—Officers

Section 1: Officers—The officers of the _____ Advisory Committee shall consist of a Chairperson, Co-Chairperson, and Secretary. Officers shall be elected by the members of the committee at the first meeting. Other officers may be elected if the committee desires.

Appendix F

Section 2: Ex-Officio Members—Ex Officio members shall consist of the Assistant Director of Continuing Education and Workforce Development, Dean, or Associate Dean, and other key support personnel.

ARTICLE V: Duties of Officers

Section 1: Duties of the Chairperson—The duties of the chairperson shall be those usually pertaining to the office as set forth in Robert's Rules of Order. The chairperson shall preside at all meetings and develop an agenda for each meeting.

Section 2: Duties of the Co-Chairperson—The duties of the co-chairperson shall be to preside over meetings in the absence of the President and to assist the chairperson in conducting the business of the committee.

Section 3: Duties of the Secretary—The secretary shall keep accurate minutes of all meetings of the advisory committee and to prepare and distribute minutes, announcements, etc.

ARTICLE VI: Meetings

Committee meetings will not be regularly scheduled except the first meeting of the school year which will normally be held in August.

Plan of Work

A "Plan of Work" helps make the operation of the advisory committee efficient and effective. The plan is a guide for activities in which the committee will undertake to continue improving the program.

Before a committee can develop its "Plan of Work", members need to become familiar with the instructional program's curriculum, goals, and objectives. With this basis of understanding, the committee may address the activities and strategies identified below, and adds any additional activities and strategies that may be needed.

Usually, a "Plan of Work" is developed annually or biannually by the advisory committee. The Program Chair is responsible for recommending efficient operating procedures to the committee and reporting the results of the plan.

PLAN OF WORK

Name of Advisory Committee: _____

Year: _____

1. ACTIVITIES
    Review the goals and objectives of the program and serve as a communication link between the College and community.

STRATEGIES
1. Review the mission and demographics of GCC.
2. Review information about the program and program demographics.

Target Date

RESULTS

Appendix G

2. ACTIVITIES

Identify community resources
that will help support or contribute
to the success of the program.

STRATEGIES

1. Provide back-to industry experience
   for faculty (when appropriate).
2. Review potential for sponsoring student
   scholarships, recognition programs,
   foundation programs and other program
   enhancements.

Target Date

RESULTS

3. ACTIVITIES

Inform the college staff of
changes and trends in the
and local economy and workforce.

STRATEGIES

1. Share information related to changes,
   trends, and issues occurring in your
   business or organization and in the field.
2. Identify job openings with organizations.
3. Validate and identify job titles related to the
   program.
4. Identify program entry-level and average
   salaries.

Target Date

RESULTS

4. ACTIVITIES

Assist in recruitment,
providing work-based
learning opportunities,
and in placing graduates
with prospective employers.

STRATEGIES

1. Market and promote the program by
   sharing information about the program with
   staff for upward mobility.
2. Identify work sites for internships and
   and placements for students.
3. Promote the program throughout the
   community.
4. Conduct career forum (employability skills)
   for students.

Target Date

RESULTS

5. ACTIVITIES

    Review and recommend
    revisions in the program
    curriculum.

    STRATEGIES

    1. Validate skills and knowledge offered in the
       course or program curriculum with standards
       required by professional agencies.

    2. Review course/program skills and knowledge
       and determine their relevancy to business
       and industry needs.

    Target Date

    RESULTS

6. ACTIVITIES

    Review and recommend facility
    and/or equipment improvements

    STRATEGIES

    1. Review the facility and equipment utilized for
        the program.

    2. Identify new technology and developments
       that should be used in the program.

    3. Recommend equipment and software needs
       for the program.

    Target Date

    RESULTS