



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE



# Kaua'i Community College Advisory Committee Handbook

# Welcome . . .

## Aloha!

Mahalo for giving your time and expertise to provide a valuable service to Kaua'i Community College and our community. Your participation is critical to ensuring that our programs of study stay relevant and rigorous, and that our students are well-prepared for jobs in business and industry. You bring expertise in your profession that is crucial to program and student success. I know that advisory committee work takes time and commitment, and I want to assure you that we greatly value your contribution. Together we can help both our students and our community thrive!

*Helen A. Cox*

Helen Cox, Chancellor



## Goals

- Increase the number of graduates, Native Hawaiian graduates, and low income graduates
- Increase the number of students who transfer to 4-year degree programs
- Eliminate access and success gaps that exist among groups of students
- Reduce the student time to degree by accelerating college readiness and increasing student retention and credit accumulation
- Increase job placement for Kaua'i CC students
- Increase the science, technology, engineering and math workforce
- Increase campus and community sustainability
- Reduce the cost of education for students
- Implement Kaua'i Papa O Ke Ao
- Increase opportunities for and participation in professional development
- Increase enrollments by recent high school graduates, Pacific Islanders, high school non-completers, working adults, and international students



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# Mission & Vision



## Mission

*Kaua'i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.*

*Ke kū nei ke Kulanui Kaiāulu ma Kaua'i ma ke 'ano he kahua e ho'oulu, ho'ā, a ho'ōikaika 'ia ai ka 'ike a me ka na'auao o nā kānaka a'o aku a a'o mai no ka ho'owai'wai 'ana i ke kaiāulu a me ka honua.*

*O ke kahua ma mua, ma hope ke kūkulu.  
First comes the foundation, then comes the building.*

*(‘Ōlelo No‘eau number 2459)*

Kaua'i Community College fulfills its mission by incorporating the following practices. The College:

- Provides open access, affordable education;
- Welcomes and values diversity;
- Delivers educational opportunities on campus in small classes, in the community, internationally, and through distance learning;
- Provides programs that address workforce and community needs;
- Prepares and supports students individually and collectively to succeed in academic endeavors and engage in life-long learning;
- Encourages innovation and promotes sustainability while perpetuating the unique history and culture of Kaua'i.



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# Purpose and Roles

## Purpose of an Advisory Committee

The primary purpose of the advisory committee is to promote collaboration among academic programs and employers in the local community. Career and technical education (CTE) programs are designed to provide students with relevant skills and current knowledge to not only enter but also be successful in the workforce. The advisory committee provides curriculum recommendations, information about industry innovations, and support to ensure CTE programs meet industry and community needs. Working cooperatively with program administrators and instructors, advisory committees help strengthen and improve the programs they serve. The success of CTE programs depends, to a large extent, upon the activity and involvement of advisory committees.



## Role of an Advisory Committee

College advisory committees advise, assist, and provide support to ensure programs are of quality and remain current with industry and/or professional standards. Advisory committees are expected to suggest constructive changes within a program, generate new ideas, ensure program relevancy with the industry, and serve as advocates within the community. As advisors, the committee assesses the educational program, student success, and job placements of program graduates to provide recommendations for improvement. These suggestions will be recorded in meeting minutes and archived. The committee also assists the program with activities and makes recommendations regarding resources needed to successfully meet the needs of business and industry. As supporters, the committee should promote and advocate for the program within the community by talking to legislators, marketing an event, supporting student internships, and/or writing articles for local newspapers, blogs, and/or websites.



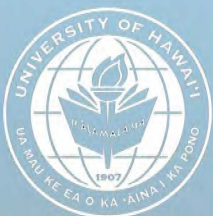
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# Functions of an Advisory Committee



Although individual advising committees have unique functions and responsibilities, all include the following:

1. Analyze course content and sequencing for efficiency
2. Review and validate student learning outcomes and program certifications to ensure relevancy
3. Identify skills needed in the local and future labor market
4. Review employment projections and graduate job placements
5. Review, validate, and approve program standards to ensure currency with business and industry
6. Establish minimum proficiency standards for students that align with workforce standards
7. Evaluate relevance and effectiveness of the program in meeting local community needs
8. Examine space, equipment, and physical facilities periodically for improvement, safety, or expansion recommendations
9. Help recruit students into the program and assist with full-time placement of program graduates
10. Identify new technologies emerging in the field for program inclusion
11. Interact with educators and administrators to foster an understanding of needs and concerns within the educational system and business community
12. Identify potential cooperative education opportunities
13. Review Annual Program Review Data and make recommendations to improve deficient areas within the program
14. Support public relation efforts between the educational institution and the public/community



# Advisory Committee Composition

## Members may include:

- Employers
  - Human Resource Personnel
  - Technicians
  - Current and former students
- Suppliers
  - Manufacturers
    - Secondary education instructors
    - College Administration
      - Labor unions, where applicable
      - Industry-specific individuals

## Membership may also be composed of:

- Economic Development Council and local Chamber of Commerce members.
- Workforce Investment Board members.

Full-time faculty, Administration, and staff of the college offering the program should not be members of the advisory committee, but instead, serve in an ex-officio role. Part-time faculty who hold full-time positions within the career field may be members of the committee. A sample invitation letter can be found in Appendix 1.

## Selection of the Members

An effort should be made to select advisory committee members who have some direct relationship to career and technical education in the community. Effective advisory committees should be large enough to reflect the diversity of the community and industry, yet, small enough to be managed effectively. Consider having members of the committee formally appointed by the program coordinator or lead instructor. Appointments to advisory committees should be made for definite periods of time. This procedure promotes a continuing flow of new ideas that helps keep the committee's advice current and relevant. Members are more likely to give their time freely when the term of service is predetermined. A sample appointment letter can be found in Appendix 2.



# Orientation and Duties

## Duties of Program Coordinator or Committee Chair

A productive committee is one that knows in advance that something positive will occur as a result of its work, and it is the duty of the Program Coordinator or Committee Chair to help to facilitate this notion.

Minutes of meetings must be maintained to keep members and committee constituents informed (e.g., about concerns, recommendations, decisions, activities, etc.) Minutes must be accurate, thorough, uniform in style, and no more than one page in length. An example of meeting minutes can be found in Appendix 3.

## Orientation for Committee Members

New members should be oriented to their role at or before their first meeting and throughout their service and as needed. In order for new members to stay current with college programs, they should speak to faculty and program coordinators, tour facilities, review curricular materials, and participate in student focus groups.

New members are provided a folder or notebook in which they will keep committee materials. Consider including an organizational chart of the school, the history of the program at the school, an overview of the school's advisory committees, and a list of program-specific duties and responsibilities of the advisory committee.



# Procedures of Committee Meetings

## Planning Meetings

Meeting dates are set by the committee and meetings may be open to the public and should be planned well in advance (e.g., 45 days).

The agenda for each meeting should be established well in advance of the scheduled meeting. It may be prepared jointly by the Chair and/or the Program Coordinator. Agenda planners should review the minutes of prior meetings to determine old business and then consult the Annual Program Review Update (APRU) and other guiding documents, such as external accrediting body recommendations, to decide which items of new business are ready for consideration.

Members should receive the agenda in time for adequate review before the meeting. Minutes of the last meeting may be included. At times, other material that committee members need to review and analyze in advance before the meeting (e.g., proposed curriculum changes) should also be included with the agenda. A sample agenda can be found in Appendix 4.

## Conducting Meetings

Program advisory committees should meet at least twice per year and should have a quorum present as well as a purpose and agenda. To help facilitate a productive and cooperative meeting, the following are suggested:

- Establish a respectful environment
- Discuss expectations of committee work
- Encourage participation and opinions
- Provide opportunities for networking and socializing
- Summarize discussions with reference to connections and contradictions to move towards consensus (majority rules) after exploring and encouraging all points of view
- Consider and resolve one issue at a time
- Provide members with updates regarding progress
- Invite college administrators to a meeting





## Appendix 1

Date

Ms. Phyllis Tanaka  
123 Hau'oli Place  
Lihue, HI 96766

Dear Ms. Tanaka:

Your experience and demonstrated competency have led to your recommendation for membership on the (name of program) Advisory Committee. The Committee is composed of outstanding business, industry, labor, and civic representatives from our community. It works to forge closer cooperation between business and education by continually improving the professional-technical preparation for students at Kaua'i Community College (KCC).

Your insight into training needs and competencies would be of great value. We realize your time is limited; hence, we will make every effort to keep our meetings prompt, precise, and purposeful. There will be (number) meetings a year for each of the (number) years of your term.

We invite you to become a member of the KCC Advisory Committee; your (number) term would begin on (date). Please consider this invitation and inform us of your decision by (date). We look forward to working with you.

Sincerely,

Committee Chair,  
Instructor, and/or  
Administrative Official

## Appendix 2

Date

Ms. Phyllis Tanaka  
123 Hau'oli Place  
Lihue, HI 96766

Dear Ms. Tanaka:

Congratulations on your three-year appointment to the Kaua'i Community College Advisory Committee for (name of program). Thank you for your willingness to serve. Your contribution will keep the program up-to-date as well as relevant to our community. Your participation will assist in providing programs that meet current and future workforce needs within Kaua'i County.

Your first meeting as a committee member is scheduled for (date) at (time) in the (room, name, and address of school). You will be contacted soon with a tentative agenda and other committee member materials.

We look forward to working with you. If you have any questions, please call (name) at (number).

Sincerely,

Administrative Official

## Appendix 3 – Sample Minutes

University of Hawai‘i  
Kaua‘i Community College  
(Program or Outreach Site)  
Advisory Committee Minutes  
(Date of Meeting)

### MINUTES

Members Present. (List)

Members Absent. (List)

Others Present. (List)

Call to Order. Committee Chair Beverly Smith called the meeting to order at 12 noon and expressed appreciation for attendance and participation. She stressed the importance of the committee’s continuing support and assistance. Dr. Helen Cox, Chancellor, greeted the committee. Her greeting further assured the committee of its importance to the educational goals and program vitality.

Minutes. Minutes of the last meeting were approved as submitted.

Unfinished Business. No unfinished business was brought before the committee.

New Business. Ms. Smith asked the committee to make suggestions concerning “What are the new requirements of entry-level employees?” Ben Read indicated that a computer or data processing background would be helpful for employees. Eva Johnson further emphasized the need for computer training. She indicated that a job applicant with computer knowledge has an advantage. It was the consensus of the committee that expanded computer training should be added to the CTE program as soon as possible. The chair was asked to appoint a subcommittee to investigate several kinds of computers and software for possible purchase to work with a committee of CTE instructors and a report should be given at the next advisory committee meeting.

Adjournment. The meeting was adjourned at (time).

(Name), Secretary

## Appendix 4 – Sample Agenda

(Program) Advisory Committee Meeting  
(Location)  
(Date & Time)

Call to Order (Committee Chair)

Welcome and Introduction of Members and Guests (Committee Chair or Program Coordinator)

Approval of Minutes

Role of the CTE or Outreach Advisory Committee

Overview of the CTE Program and Tour of Facility (Instructor)

Unfinished Business

- Report of Response to Previous Committee’s Recommendations
- Update on Program of Work for Year

New Business

- Discussion of Program of Work
- Establish Time, Date, and Location of Next Meeting
- Assess Equipment and Facilities

Scheduling of Next Meeting (Committee Chair or Program Coordinator)

Adjourn