Dear Advisory Committee Member:

Thank you for dedicating your time, energy and expertise to Napa Valley College Occupational Programs. It is through your knowledge and advice that we are able to establish and maintain programs that reflect current and future business and industry needs and standards.

This guide is designed to acquaint you with the duties and responsibilities of an advisory board member. We hope that you enjoy your term of office and find the experience personally rewarding. Our community college will better reflect our community because of your involvement.

Sincerely,

Greg Miraglia
Dean, Career Technical Education

GUIDELINES FOR PROGRAM ADVISORY COMMITTEES
Napa Valley College has two types of educational advisory committees including District Committees and Program Advisory Committees. District Committees review and make recommendations on all similar college educational and service programs. Program Advisory Committees advise the college on matters relating to specific occupational and job training programs.

Purpose

Program Advisory Committees are composed of representatives from the workforce and industry as well as members of the program faculty and college administration. Workforce and industry representatives are selected based on their specific knowledge and expertise.

Functions may include but are not limited to:

1. Make recommendations on course and program content.
2. Make recommendations on program standards.
3. Make recommendations on new and replacement equipment purchases.
4. Assist with the recruitment and placement of students.
5. Provide information about industry standards and practices.
6. Provide information about labor market needs and changes.
7. Acts as a liaison between industry and the college.
8. Acts as an advocate for occupational and job training programs.

Committee Composition

The Program Advisory Committee should include representatives from all levels of the industry including owners, executives, managers, and organized labor. The composition of the committee should reflect the diversity of the community and workforce in all ways. Members should be selected based on their experience and expertise so that the committee is well-rounded and representative of all aspects of the particular industry involved. A user, customer, or citizen accessing services provided by the industry can also be appointed to the committee as needed.

Size of Committees and Selection of Chairpersons

The size of a Program Advisory Committee will depend on the scope of the industry represented, but should include not less than five members. For the purposes of voting or representing an organization or business, only one representative should be identified to speak on behalf of that individual organization.

Each advisory committee will select a chairperson for the group who will conduct the meetings. College staff will be responsible for developing the material and providing the necessary support.
Number of Meetings

All advisory committees meet a minimum of two times each year. In addition to being required by state law, regular meetings are required in order to remain eligible for programs to receive grant funding from sources including CTE and VTEA.

Term of Office

The Program Coordinator appoints members of a Program Advisory Committee for a one-year term. The term of appointment shall be September 1 through August 31 of each year. There are no term limits.

Attendance

Members of Program Advisory Committees are expected to attend at least two meetings per year.

Approval of New Members

In September of each year, Program Coordinators shall submit a list of Program Advisory Committee members to the Office of Career Technical Education. The list shall include the name of each member, the agency or company they represent, the position held within the company, and contact information including telephone number and email address. The Dean of Career Technical Education will review the list to ensure adequate industry representation.

Meetings and Compliance with Federal and State Requirements

Program Advisory Committee meetings are considered to be “public meetings” and must comply with the California Public Meeting Law (Brown Act).

A meeting agenda containing the date, time, and location of the meeting must be posted on the “public notices” board outside of the President’s Office at least 48 hours in advance of the meeting (the President’s secretary can assist with this). If the meetings are canceled or the location is changed, a written notice will be placed on the door of the meeting as originally scheduled, announcing the cancellation.

All advisory committee meetings will be held in accessible locations.

Program Coordinator Responsibilities

Program Coordinators are responsible for scheduling meetings, preparing agendas, posting the agenda on the “public notices” board, and publishing minutes of each meeting.
Program Coordinators are responsible for sending out agendas to committee members. An electronic copy of each agenda shall be sent to the Office of Career Technical Education. Copies may also be posted on program websites or at other appropriate locations.

Meeting minutes shall be formally approved by Program Advisory Committees as an action item on the agenda. An electronic copy of the approved meeting minutes shall be sent to the Office of Career Technical Education for posting and storage on the Office of Career Technical Education web page.

For a list of Program Coordinators, go to www.napavalley.edu and select “Occupational Education.”

Office of Career Technical Education Responsibilities

The Dean of Career Technical Education is responsible for monitoring Program Advisory Committee activities to ensure they are in compliance with related state and federal laws and the policies of Napa Valley College. In addition, the Dean will provide training related to the duties, function, and operations of a Program Advisory Committee for Program Coordinators and committee members as needed.

The Office of Career Technical Education shall act as a repository of records of Program Advisory Committee activity.

Telephone: 707-253-3240  
FAX: 707-259-8074

Recommended Practices

1. Meeting agendas should be published and distributed at least 2 weeks before each meeting.
2. Meeting agendas should include time for introductions, public comment, and meeting minutes approval.
3. Action items for changes to program or course content, student performance standards, or recommended equipment purchases shall be placed on a meeting agenda and documented in the meeting minutes.
4. All decisions made by a Program Advisory Committee should be formalized based on a motion from one member, a seconding of that motion by another member, and majority vote of those members present. Each of these actions shall be recorded in the minutes.