



PROFESSIONAL-TECHNICAL COLLEGE ADVISORY COMMITTEE PROCEDURES

Legislation

RCW [28B.50.252](#). Districts offering vocational educational programs—Local advisory committees—Advice on current job needs.

- Each college offering professional-technical education programs must establish local program advisory committees to provide advice on Industry alignment, program curriculum and training, equipment and technology, and employment of program completers.
- The local program committees shall:
 - Participate in the determination of program goals;
 - Review and evaluate program curricula, equipment, and effectiveness;
 - Include representatives of business and labor who reflect the local industry, and the community; and
 - Actively consult with other representatives of business, industry, labor, and agriculture.

4.40.20 Advisory Committees for Professional-Technical programs

Each community and technical college or college district is required to have an industry advisory committee for each program and to follow approved College Advisory Committee Procedures.

These procedures:

- Align guidelines to comply with state and federal policies, inclusive of instructional programs, Worker Retraining, and Perkins V.
- Define the types of advisory committees that are permissible, that allow for regional cooperation, that meet a minimum of twice each calendar year, and provide for advisory meeting minutes that are maintained for a minimum of three years.
- Define required advisory committee membership that will strive to ensure representation of gender and cultural diversity and include representation of business and labor.
- Define an advisory committee member appointment process involving college administration that sets term limits with allowed exceptions, and provides an advisory member inventory on form [SBCTC Advisory Committee Membership](#) or a form developed at the college containing the same information.

- Describe required training for all advisory committee members prior to serving as voting members, including familiarization with [Washington State's Ethics Law](#) as it pertains to their involvement with the college.
- Describe realistic enterprise plans.
- Describe Worker Retraining advisory committees.

State Board staff is available to provide technical assistance with development of college level policies and procedures.

Introduction

We recognize the important link between educational institutions, programs, business, industry, and labor in preparing individuals to enter and succeed in their chosen career. These guidelines are intended to communicate the expectations of advisory committees and to provide a format for the effective operation of these committees. Advisory committees have these major roles:

- Ensure programs align to industry standards.
- Build meaningful opportunities for engagement with industry and participation in work-based learning experiences.
- Assist program staff by informing program enhancements, industry trends, and innovations.
- Provide support and advocacy for quality education and training.

Since they are “advisory” by design, these committees do not have administrative or legislative authority.

Committee Structure

Advisory committees are appointed by the college administration for each professional-technical program or program cluster. The advisory committee may be formed for a single program, a group or cluster of like programs within a college, or a regional committee for a single program or cluster of like programs in a geographical region. If the program cluster or regional advisory committees are used, colleges should ensure that professional-technical program areas are adequately represented.

- Regional advisory committees are helpful for the purpose of providing a coordinated educational effort among colleges and school districts.
- The clustering of advisory committees is recommended to enable balanced representation while minimizing the burden of excessive meetings.

Committee Management

Advisory committee members should represent both the diversity of the community and a cross section of business, industry, labor, and the profession. Expertise and experience are reflected in skills, knowledge, and professionalism relevant to the particular professional- technical program or program cluster.

- Advisory committee members must be formally appointed by the college — in writing for a

specific term limit (i.e., one, two, or three years). The college may re-appoint members for additional terms when appropriate.

- The appointment process must strive to ensure representation of gender and cultural diversity.
- Colleges must maintain an inventory including, at a minimum, all information requested on form SBCTC Advisory Committee Roster of the membership of each advisory committee. This inventory should be updated after each meeting.
- Voting members not attending at least 50% of the scheduled meetings, in a calendar year, should be replaced in order to maintain a viable committee.
- A minimum of two advisory committee meetings must be held during each calendar year. A quorum must be established for each committee meeting if decisions, votes, or recommendations will be made. A quorum consists of a simple majority of official voting members currently serving, unless otherwise defined by the college in local policy.
- Minutes for these meetings must be on file for the previous three years.

Committee Membership

Advisory committees must be composed of equal numbers of employees and employers representing local business, labor and industry. Ideally, colleges will have a minimum of two employee and two employer representatives on each committee. The minimum committee size is five voting members.

- Where organized labor represents workers in an industry sector, union members must be included as employee representatives on the advisory committee.
 - The SBCTC contracts with Association of Washington Business (AWB) and Washington State Labor Council (WSLC) to assist colleges to identify business and labor advisory committee members. Business and labor liaisons from AWB and WSLC work directly with colleges, please contact SBCTC program staff for assistance.
 - The system's industry-specific Centers of Excellence maintain close working relationships with business and labor in their industry sectors. Center directors and staff can aid with the identification of labor, industry, and business connections for advisory committee membership.
 - Colleges are required to document their efforts toward meeting this requirement.
- Where organized labor is not active in an industry sector, workers employed in that sector must be represented on the advisory committee. As noted above, when organized labor is not included in advisory committee membership, colleges are required to document the absence of organized labor in the industry sector and their efforts to confirm this absence.
- College representatives/employees (administration, faculty, staff, and students) should be designated as non-voting members.
- When the occupation being taught is apprenticeable and a local Joint Apprenticeship and

Training Committee (JATC) is active in the geographical area, at least one labor and one management member of the JATC must be invited to be a part of the respective advisory committee. The college is responsible to contact the JATC and request representation for the specific advisory committee. Colleges are required to document their efforts toward meeting this requirement.

Advisory Committee Training

Advisory committee members need to be instructed as to their roles, responsibilities, and duties prior to serving as voting members. That instruction must also include all pertinent sections of the [Washington Ethics Law](#) as it pertains to their involvement with the college. This training should be provided, at minimum, each term of service on the advisory committee. The committee should be clear on how the committee will carry out its functions over the course of the year, and a plan of work identified.

Suggested Advisory Committee Duties

Curriculum

- Review labor market information to ensure the occupational program area is in demand and that vacancies exist for future employment.
- Advise the college as to the industry standard or certification required by the occupational area, and/or assist in the development of skill standards where appropriate.
- Review the content of the professional-technical program and respective courses. Advise the college of changing market conditions, employment needs, occupation-specific skill requirements, and industry standards regarding technologies, equipment, software, etc.
- Advise as to the kinds and balance of theory, technical skill development, production work, and/or realistic enterprise tasks to be accomplished by the students, in order to ensure the most effective and efficient use of instruction time.
- Review instructional materials and recommend those that are most appropriate to the instructional program; i.e., instructional materials, computer software, technical materials, and trade publications.
- Assist the college in conducting special events that benefit both the student and the college; i.e. manufacturing, product seminars, and college open house.

Facilities and equipment budget

- Advise the college as to the adequacy of the physical facilities and conditions of equipment, and prepare recommendations for effecting needed change.
- Assist the college in obtaining instructional equipment.
- Review annual budgetary requests and make recommendations, as appropriate.
- Advise in development of plans for new construction or remodeling of existing facilities.

Instructional quality

- Advise the college in the development of qualifications for the hiring of instructors and serve on interview panels when appropriate.
- Advise in the development of evaluation instruments and procedures that may assist in determining the effectiveness of the instructional program, conduct outcomes assessments, and recommend appropriate changes.
- Recommend instructional practices that will promote the development of a safe instructional environment, and that will instill safe work attitudes and habits in students.
- Recommend strategies that ensure that instructor(s) maintain instructional, industry, and state-of-the-art proficiency.
- Recommend standards and minimum academic qualifications for student enrollment into programs.
- Advise administration regarding program continuation and/or modification as determined by a review of outcomes.

Instructional delivery

- Review national and state directives and initiatives and their impact on local programs, and make recommendations on how to incorporate the required changes.
- Help college secure qualified substitute instructors.

Student employment

- Recommend ways to assist students in the landing of internships and/or eventual employment.
- Assist in the development of portable, transferable competencies, skills, and abilities expected of successful employees.

Program Approval

As part of the program approval process, colleges submit advisory committee membership. SBCTC staff review membership for compliance with these procedures. If organized labor is not represented on an advisory committee, colleges are required to document their efforts toward meeting this requirement.

Realistic Enterprise

If a job account or realistic enterprise is to be conducted by or in a professional-technical program, a procedural plan must be on file and should be jointly approved by the college and the advisory committee. The plan should describe, as a minimum, hours of operation, the goods and services that will be produced or sold, what the charges, fees, and taxes will be for each, who is eligible for services, and on what time basis.

Worker Retraining

The committee must include a majority of business and labor participants, and also include representatives from agencies and community groups such as Employment Security, workforce development councils, and economic development organizations. The size and make-up of this committee should reflect local circumstances. College employees who participate in WRT advisory committees should be ex officio members. A minimum of two advisory committee meetings must be held during each calendar year. Most colleges have an average of three to four meetings each year. The SBCTC currently supports collaborative efforts between statewide business and labor organizations and colleges to recruit members to serve on advisory committees and ensure business and labor involvement. Business and labor liaisons work directly with college staff to support business and labor participation in program development. Contact the WRT Program for assistance.

Guiding Policies and Legislation

- [RCW 28B.50.252](#) – Local Advisory Committees
- [Washington’s 2024 Perkins V Plan](#) – page 16, paragraph 8

Revision and Amendment History

Description	Revision Date
<ul style="list-style-type: none">• Clarified labor and employee representation• Aligned advisory committee guidance to incorporate instructional programs and Worker Retraining advisory committee guidance• Clarified role of college staff, faculty, students, and administrators as non-voting members.• Linked state and federal policies for easier reference.• Presented to Workforce Education Council (WEC) at their October 18, 2024 fall meeting.	10/18/2024
<ul style="list-style-type: none">• Added 50% minimum attendance requirement to advisory member appointment process.	03/10/2005