



Education & Career Pathway Advisory Committee Handbook

2022-2023

Serving the needs of the community.

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INTRODUCTION

What is an Education and Career Pathway Advisory Committee? An Education and Career Pathways Program Advisory Committee (ECPAC) is a group of employees and employers who advise educators on the design, development, implementation, evaluation, maintenance and revision of professional, career and technical programs within their field. Each advisory committee is made up of individuals with expertise and experience in the occupational field that the program serves. Program advisory committees can be formed for a single program, or for a group of related programs within the institution. Each dean within Salt Lake Community College will determine how best to configure ECPACs to serve their school as well as institutional Pathways. Committees may be formed to serve one or more programs.

No advisory committee shall serve in an administrative or policy-making capacity. The administrative and policy-making powers of the College rest with the institution. However, advice given to the College by the committee can be used to initiate changes in program policies and procedures.

ECPAC curricular and instructional modality recommendations are to be given serious consideration and carefully evaluated by academic administrators and faculty as appropriate. Final curricular decisions are made by the institution, in line with college curricular processes.

HOW MEMBERS ARE SELECTED

Members are selected to serve on a ECPAC based on their knowledge, expertise and understanding in their area of specialization. Areas of specialization to be represented are strategically determined by associate deans and deans, in consultation with faculty and input from employers. Expertise and service on the committee may include fundraising for scholarships or other program needs. ECPAC chairs, committee members or college administrators may suggest a new member at any time. An appropriate college administrator will send a letter of appointment requesting acceptance to serve as a ECPAC member. Term limits are determined by the dean.

ECPAC MEMBERSHIP

An ECPAC consists of several members representing various aspects of a particular industry or business, and at least one non-voting member from the program discipline or administration. It is suggested that members represent large and small businesses, government agencies and various related industries, and should include diversity where possible. Members are appointed for up to a three-year term. ***Employees of the College are not voting members. It is recommended that the position of chairperson or vice-chairperson on a ECPAC not be a college employee. Exceptions must be approved by the dean.*** ECPACs should limit the number of internal SLCC participants on the committee. Internal participants should not exceed 20% of the total committee membership. Internal participants need to include an academic administrator and no more than one faculty member per department.

SELECTION AND FUNCTIONS OF ECPAC COMMITTEES

Officers

Chairperson

The officers of the committee will include a chairperson with a recording secretary being assigned by the College. A chairperson can volunteer or be nominated by committee members; members will then vote on the nominations. These officers shall be elected in the spring meeting to serve in the following academic year. The term of office shall be two years, beginning with the first meeting following the spring election. A chairperson may serve two consecutive terms. In the event the office of chairperson becomes vacant, either an election may be held, or the dean may appoint an individual to finish the term of the previous officer.

Duties include:

1. Work with department to schedule meetings.
2. Preside at meetings.
3. Set meeting agendas.
4. Appoint necessary sub-committees.
5. Represent the ECPAC as part of the Council of Advisory Chairs (CAC) during the semi-annual meetings with SLCC's Workforce Economic Development Advisory Board (WEDAB).
6. Represent the ECPAC in other groups, as requested.
7. In conjunction with the department, complete the annual report by May 1.

Secretary

This position is a non-voting college employee serving as recording secretary. The secretary is responsible for submitting a complete ECPAC membership, including names, company affiliation and position, contact information. This is due to cte@slcc.edu by September 1. You should also submit the dates of the meetings that are scheduled for that year. If meeting location has been determined, please send that as well. Please see Appendices 4 and 5.

Duties include:

1. Sending any pertinent information to committee members prior to meetings.
2. Arranging for meeting rooms and meals or refreshments.
3. Taking and disseminating minutes. Upon completion, minutes will be uploaded to the SharePoint ECPAC site and/or other platform used.

College Representative(s)

The College representative(s) will provide knowledge about the College and instructional program(s) served by the ECPAC. Representatives will provide information to ensure college policy and procedure compliance as the committee makes recommendations. Salt Lake Community College faculty members will provide appropriate information as requested by the committee. College representatives are non-voting members. ECPACs should limit the number of internal SLCC participants on the committee. It is recommended that there be no more than 3-5 internal participants, including an academic administrator and no more than one faculty member per department.

Creating an ECPAC Work Plan

The primary purpose of advisory committees is to advise administrators and faculty on the design, development, implementation, evaluation, maintenance and revision of career and technical educational programs. Each committee must decide what it wants to accomplish based on the needs of its program(s) and the requirements of the businesses in its community. The objective of the work plan is to help ECPACs identify areas of concern, programmatic gaps, emerging technologies, and other topics specific to the industry sector. A plan of action consists of both short-term and long-term goals. With the support of the ECPAC, programs will lead to a clear career pathway into industry. The committee develops a work plan to accomplish its goals. Appendix 1 is a template to aid in guiding this work, but it is not a required template.

ECPAC members may be asked to participate in program reviews, accreditation processes and development activities that lead to scholarships, equipment or program assets. Following are the key steps in developing a work plan:

1. Establish annual goals
2. Plan committee activities that support goal attainment
3. Assign responsibilities
4. Establish timelines

Work Plan Priorities

Priorities for the advisory committee's work plan usually fall into one of these categories, but are not limited to the following:

1. Curriculum and technical skills assessments
2. Facilities and equipment
3. Faculty/staff development
4. Equity and inclusivity
5. Career development and work-based learning
6. Student recruitment, mentoring and placement
7. Program resources
8. Program evaluation

Curriculum

Review of Curriculum — Members should advise on academic, technical and employability standards students should meet for the career pathway. Items to be reviewed include program goals, structure and length of the program, curriculum frameworks and course descriptions and assessments.

Modification of Existing Programs — Because committee members are directly involved with business and industry, members can provide a fresh perspective and new insights that can be beneficial in the development of program goals. Committee recommendations should be recorded in the meeting minutes. All modifications of programs are to follow the appropriate institutional, state or accrediting guidelines.

Emerging Fields — Change is a constant in the technological workplace and advisory committee members are an indispensable resource to help identify new or emerging fields.

New Programs — An important step in developing the labor market analysis for a program application is the identification of representative job titles for which a proposed program is designed. The advisory committee is in the best position to recommend these titles. The O*Net Online website <http://www.onetcenter.org/> is the nation's primary source of occupational information.

Industry Credentials — Advisory committees help programs identify minimum industry standards and credentials that are essential for each career pathway in the program.

Safety — Advisory committee members provide input and guidance in addressing safety concerns, training and equipment for the program.

Review, Evaluate and Advise on Course Materials — Members may make suggestions in determining whether texts should be updated or supplemented; however, program faculty will have full authority to select course materials or textbooks. In keeping with its mission and values, SLCC has made significant efforts to identify Open Education Resources (OER) that reduce costs to students. Where possible, members should consider OER alternatives.

Faculty/Staff Development

There are several ways in which advisory committees can be engaged in faculty/staff development. These activities may include, but are not limited to, the following:

1. Open industry-based training to instructors.
2. Underwrite instructors' memberships or participation in trade associations.
3. Provide instructors with retraining, back-to-industry training and summer work opportunities designed to help faculty upgrade their technical skills.
4. Identify trainings or industry related conferences that may provide information and training to faculty/staff.
5. Write letters of support for faculty/staff that are requesting funds to pay for training opportunities.

Equity & Inclusivity

SLCC's mission to provide quality higher education and lifelong learning to people of diverse cultures, abilities and ages. Advisory committees are instrumental in providing feedback to the institution to strengthen the institutions commitment to equitable and inclusive education for all. The work that the advisory committee does should strengthen:

1. Enhance college services and activities to recruit, retain and graduate diverse students.
2. Increase student completion.
3. Improve transfer preparation and pathways.
4. Achieve equity in student participation and completion.

Career Development & Work-based Learning

Advisory committees can review career guidance activities and serve as a placement clearinghouse for the work-based learning component of the program. Involvement by advisory committee members is typically demonstrated by:

1. Participating in career day events.
2. Arranging for occupation-related field trips or job shadowing.
3. Internships, clinical and/or apprenticeship programs.
4. Placing students in part-time jobs.

Students: Recruitment, Mentoring & Placement

Advisory committees can play an important role in identifying available jobs, recruiting and mentoring students in a career pathway and in placing program graduates.

Program Resources (Equipment & Funding)

Advisory committees are an essential resource, providing advice on equipment, laboratories, shops and specialized educational and training facilities. They can help leverage business and community resources. Advisory committee members can facilitate donations of materials, equipment and/or services to support professional technical programs when such donations follow approved processes for receiving and documenting gifts to the College.

Committee members may include individuals that can assist with fundraising for scholarships and other program needs.

Program Evaluation

Advisory committees are essential in the evaluation of programs at Salt Lake Community College. Some of the types of program evaluations that industry voices need are:

1. Instructional Program Review
2. Biennial Carl Perkins Comprehensive Local Needs Assessment (CLNA)
3. Accreditation or licensure reviews (as needed)
4. Other reviews as needed

MEETING SCHEDULES

ECPACs meet as needed to achieve their assignments and goals. At least one meeting per academic year is required, though two or more meetings per academic year may be required in some programs.

Meetings are scheduled by the ECPAC Chair with the support of the division office. Additional sub-committee meetings may be scheduled as needed. This schedule should be sufficient to provide both the program and the industry partners the information, feedback and support that both need. Meeting times will be scheduled in a manner that respects the time constraints of the membership while still allowing for the work of the committee.

ANNUAL REPORT

As part of the evaluation function of the ECPAC, the ECPAC chairperson will submit an annual end of year report that identifies the goals or objectives that the PAC is working on, the progress of the work that has been completed, and if additional resources are needed to accomplish the goals. These reports are to be submitted by May 1. These reports are particularly important when requests for Federal Perkins funds for the program and/or faculty in the next fiscal year.

The report will be shared with the appropriate division or department chair(s), academic dean and the CTE Director. The final report will be submitted by the CTE Office to the Provost of Academic Affairs by June 30.

ACADEMIC ADMINISTRATOR REPORT

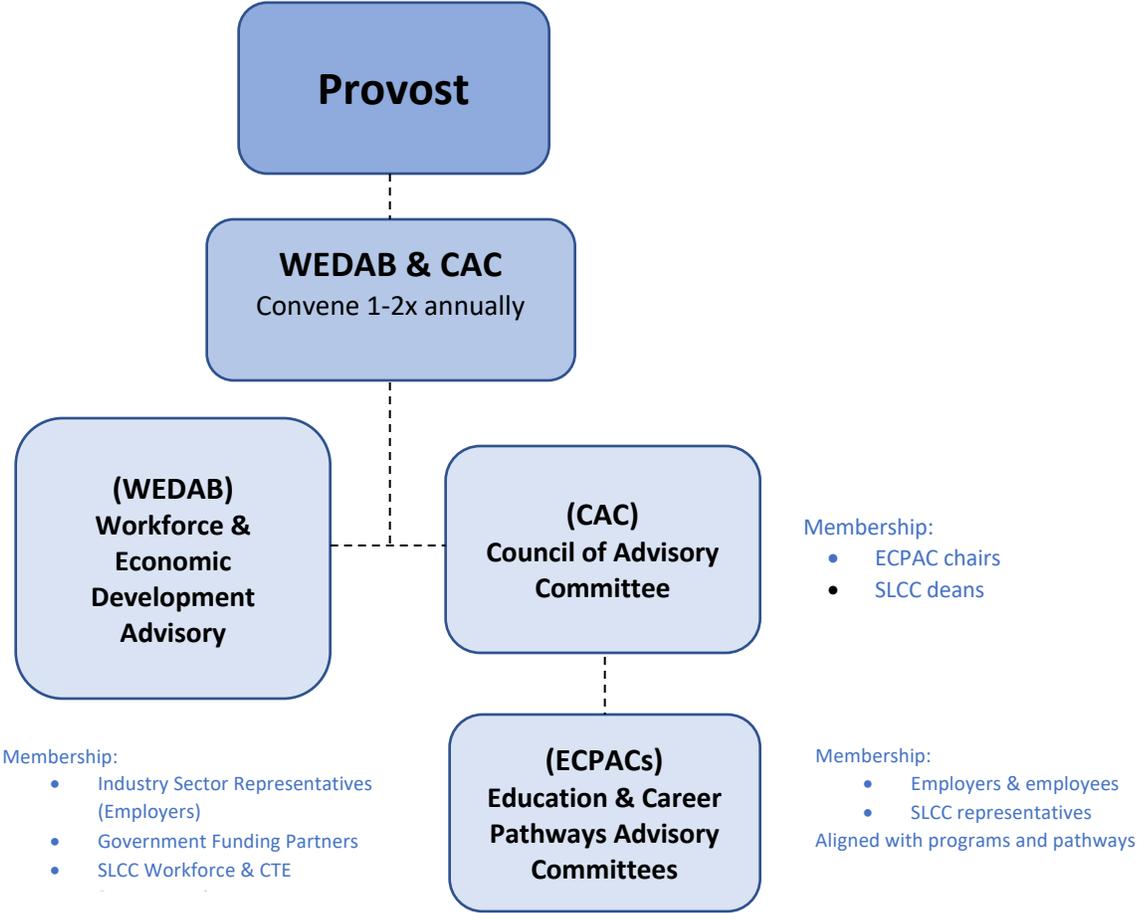
Academic administrators serve an important role in ECPAC. They help to ensure that institutional and other regulatory policies and procedures are followed, help provide feedback and guidance where necessary, and help establish the formal institutional action report. This report is based upon the work that the committee has done and helps to set the tone for the next fiscal year. This report is due to the CTE Office on September 1 each year with the annual membership listing. The report should answer these questions:

1. What activities can be completed? Are these short-term or long-term projects?
2. What activities cannot be done? Why?
3. What institutional resources are needed?

REVIEW & EVALUATION

The review of the advisory committee can be either formal or informal. The goal of the review is to help the committee determine its overall effectiveness. The committee should use such a review or evaluation to determine which activities have been successful and which activities deserve additional attention. To aid in this self-evaluation, a suggested checklist is provided in Appendix 2. Periodically reassessing the committee organization, activities and goals will help maintain the vitality of the committee.

HOW SLCC ADVISORY GROUPS CONNECT AND INFORM THE INSTITUTION



TIMELINE OF ACTIVITIES

September 1

- Submit membership list to SharePoint
- Submit meeting dates (if identified) to SharePoint (hold ECPAC and/or subcommittee meetings as necessary)
- Academic Administrator report (based on previous year's ECPAC report) to SharePoint

May 1

ECPAC report due to CTE Office

June 30

CTE Office submits report to Provost

Appendix 1

Work Plan Template

GOAL AREA	STRATEGIES	TIMELINE	ECPAC MEMBER PARTICIPATION
CURRICULUM			
FACILITIES AND EQUIPMENT			
INSTRUCTIONAL QUALITY & EFFECTIVENESS			
EQUITY & INCLUSIVITY			
INSTRUCTIONAL & LEARNING EXPERIENCES			

Appendix 2

Sample Advisory Committee Effectiveness Self-evaluation Tool

Criteria	Yes	No
Committee has held their scheduled meetings.		
Percentage of committee members who attended all meetings this year: 100%. 90%. 80%. 70%. 60%. 50%		
Committee elects chair on a regular, systematic basis.		
Committee has diverse membership. <i>Description:</i>		
Committee meeting minutes are maintained and distributed to the appropriate administrators and members of the advisory committee. <i>Minutes are kept on file here:</i>		
Agendas are prepared and distributed in advance of each meeting.		
Members are notified of meetings in a timely manner.		
Committee members are aware of the specific purposes of the committee.		
Committee has reviewed the current program/pathway to determine if it is meeting the needs of the students and the projected employment needs of business and industry. <i>Review process:</i>		
Committee has made specific recommendations for the program/pathway.		
Committee recommendations are documented and understood by program/pathway academic administrators and faculty.		
Committee promotes and publicizes the program. <i>Examples:</i>		
Committee develops and carries out a yearly plan of action/program of work.		
Committee assesses the impact of recommendations yearly.		

Appendix 3

Annual Report

The end of year report guides planning ECPAC activities for the next year(s), including curriculum updates, program changes, emerging challenges and/or budgetary concerns that may impact program(s).

What should be included in the annual report?

1. List of members. The ECPAC membership list is due to the CTE Office by September 30 each year. At the end of the year, please record any changes to the membership.
2. Is there a change in the chair/vice-chair?
3. What goals/strategies were established based on the work plan template?
4. What progress specific to the goals/strategies was made, with specific examples of the work accomplished based on the work plan template?
5. What goals/strategies were completed based on the work plan template?
6. Is there any additional information that the ECPAC would like to share with the institution?
7. What goals are the ECPAC considering for the next academic year?

Appendix 4

Academic Administrator Report

1. How did the previous work of the ECPAC inform and/or support your program/pathway work?
2. Describe if and how recommendations made by the ECPAC in the previous academic year were addressed. If there was/is no action, provide rationale.
3. What support would you like to receive from the ECPAC this upcoming academic year? What activities are you planning for which ECPAC work would be meaningful. Are these short-term or long-term projects?
4. What resources do you need from the institution?

Appendix 5

ECPAC Membership

An electronic copy of the EXCEL document is available at tinyurl.com/ECPAC-Membership-Appendix5

Chair (x)	Name	Company	Title	Address	City	Zip	Phone	Email

