



Category

POLICY: 5-06 Industry Advocate Teams

Approval

LT Approved: November 2, 2023
Effective Date:
Revised:
Responsible Party: Academic Vice Presidents

Policy Statement

Career and Technical Education Programs shall utilize technical advisory committees, referred to as Industry Advocate Teams. The purpose of the team is to invite input from business and industry in order to improve the technical education offered by the College.

Implemental Procedures

1. The purpose and functions of the Industry Advocate Team (IAT) is as follows:
 - a) Assist in determining the skill and related technology to be taught; the time allotment for each unit of instruction, the total length of the course; and the instructional materials needed as well as standards of quality to be attained.
 - b) Advise as to general training policies, such as the determination of the number of students to train for the specific field of work and the best time sequence for the program to be offered.
 - c) Assist in establishing student selection criteria, including advice on entrance requirements.
 - d) Advise as to the appropriate facilities, including room layout; recommend equipment and material to be used in the training program, which should be similar to that used by business and industry. The team may directly and indirectly help acquire financial support.
 - e) Provide guidelines for instructional outcomes and competencies required of teaching staff and recommend individuals for teaching positions. Provide input on required and recognized industry credentials for the program.
 - f) Review cooperative training plans and training agreements and report wage scales for various levels of employment within the occupation.
 - g) Promote career/technical youth organization activities by assisting in securing speakers from business and industry, acquiring state or national club awards, and, in general, promoting the philosophy behind the youth organizations.
 - h) Provide information regarding full and part time job opportunities and encourage businesses to employ students of the training program.
 - i) Evaluate the instructional program by frequent tours of the training facilities and offer advice in order to assure that the program remains current and is meeting the needs of the community.
 - j) Inform the public of the purpose and function of the instructional program,

including information regarding state and national legislation affecting technical education, for which local level support is needed.

2. The composition and operational procedures of the Industry Advocate Team follow the guidelines outlined below:
 - a) The team consists of representatives from industry, business, or a professional field associated with the particular program. Lay committee members are those who are recognized and respected in their specialized fields of work.
 - b) The Department Dean, or designee shall be responsible for calling all meetings, setting agendas and supporting data to members. The agenda shall consist of the following, with appropriate sub items being added: Introductions, Approval of minutes, State of the program report, Approval of course and program outcomes (once a year), industry trends, industry feedback.
 - c) Two industry advocate team meetings will be held annually, one each in the spring and fall semesters.
 - d) A quorum is defined as a minimum of three industry representatives.