

1978

Vocational Education Advisory Committee Members' Perceptions of Their Role in the Community Colleges of Washington State

Raymond L. Harry
Central Washington University

Follow this and additional works at: http://digitalcommons.cwu.edu/graduate_projects



Part of the [Educational Administration and Supervision Commons](#)

Recommended Citation

Harry, Raymond L., "Vocational Education Advisory Committee Members' Perceptions of Their Role in the Community Colleges of Washington State" (1978). *All Graduate Projects*. Paper 9.

This Graduate Project is brought to you for free and open access by the Graduate Student Projects at ScholarWorks@CWU. It has been accepted for inclusion in All Graduate Projects by an authorized administrator of ScholarWorks@CWU.

EDUCATIONAL TECHNOLOGY CENTER
CENTRAL WASHINGTON UNIVERSITY

VOCATIONAL EDUCATION ADVISORY COMMITTEE MEMBERS'
PERCEPTIONS OF THEIR ROLE
IN
THE COMMUNITY COLLEGES
OF
WASHINGTON STATE

RAYMOND L. HARRY

A PAPER PRESENTED IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF EDUCATION
CENTRAL WASHINGTON UNIVERSITY

TABLE OF CONTENTS

Dedication1
Acknowledgements2
History of Advisory Committees3
Introduction and Overview7
Intent of Study10
Findings13
Summary of Written Comments36
Recommendations42
Appendix

EDUCATIONAL TECHNOLOGY CENTER
CENTRAL WASHINGTON UNIVERSITY

DEDICATION

This field study is dedicated to my loving wife, Ginger, for her constant support and encouragement. In addition, her untold hours at the typewriter in preparing the several drafts, final copy, and a special report to each of the twenty participating campuses.

A special thank you also goes to my daughter, Linda, who assisted Ginger and me in the folding, stuffing and addressing of the mailout.

Raymond L. Harry

1978

ACKNOWLEDGEMENTS

This study was made possible through the cooperation of the advisory committee members who took time to respond to the survey. I would like to take this opportunity to express my appreciation to these individuals in serving as ambassadors for vocational education. I would like to extend special appreciation to each of the vocational directors in the community college system and staff members of the State Board for Community College Education for making this study possible. Appreciation is also extended to members of my graduate study committee: Dr. James Erikson, Dr. G. W. Beed, Dr. Robert Carlton, and Mr. Owen Shadle who acted as chairman and a most valuable critic.

HISTORY OF ADVISORY COMMITTEES

Community input in education has a history that dates back to 1647 in Massachusetts when a special act titled "The Act of 1647" provided that schools at the local level actually reflect the thinking of local leaders. Other local histories are rich in record of citizens contributing labor and materials to erect buildings and of committees writing letters to entice teachers to the "new era" by raising funds to pay them. Many evolutions of committees have transpired in the years since 1647, including the school boards being elected or appointed as being representative of the people in advising on the educational process. Some of these committees have now gone beyond the advisory role and are reflecting a position of administration or policy making. Following World War II, a relatively new form of citizen participation emerged. This was the concept known today as advisory committees. They were created to assist educators in meeting the problems and challenges of a rapidly changing society.

Change is in evidence everywhere -- computer, heart transplants, solar power, electric generators, laser beams. These and dozens of other innovations are examples of technological advances

sweeping this country. When we reached for the moon we demonstrated what miracles our technology was capable of achieving. The creative genius of scientists, engineers and technicians has not only prolonged life but has also arranged that life be more comfortable for us today than it was for our forebearers. Color television sets, air conditioned homes, automobiles, electric blankets, and quick frozen foods set us apart from previous generations. Some call it "the good life", others see it as ever changing, stressful, and difficult to achieve without careful career preparation and constant planning.

Many things such as the Arab oil embargo in 1973-74 made us aware of the need in developing alternatives for petroleum and the internal combustion engine. Challenges for development of new modes of transportation, demand for a national health plan, environmental protection -- all are indications that tomorrows work force will differ from that of today. This difference, in fact, has been pointed out by the futurists. These futurists have indicated that two-thirds of our children now in kindergarten and first grade will be competing when they leave high school for jobs that are non-existent today. The faster rate of change, the greater the pressure that will be placed on our schools to develop new methods of preparing our citizens to become useful and productive.

If schools are to meet these challenges they must develop and maintain a close relationship with business and industry. Only in this way can they insure the relevancy of educational programs to the needs of society and economy. A major vehicle for maintaining direct communication between schools and industry are advisory committees. In vocational education we find advisory committees in several different forms, each serving a different purpose. They include a general advisory committee, program advisory committee, ad hoc advisory committee, and joint apprenticeship committee. The functions of each of these committees vary.

Advisory committees for vocational and technical education are considered essential to the establishment and operation of vocational and technical education programs. Participants in these advisory committees are selected because of their knowledge and understanding of employment and education needs and trends in the various segments of our economy. Increasing technological demands, changing business and industrial patterns, and the ever-increasing complexity of social and economic conditions require effective lines of communication with business, industry, labor, and the state and federal governmental agencies. Advisory committees assist in maintaining these lines of communication. Through the vehicle of the advisory committee progress can be

kept current and responsive to emerging employment trends and assist in the promotion and evaluation of vocational programs.

Community colleges place a high value on the services of their advisory committees. They look to them for guidance in the development and continuance of many of their educational programs, particularly those in the vocational areas. This is especially true in the case of new and growing comprehensive colleges such as those in the Washington State Community College System.

These colleges are designed to be responsive to the economic forces at work in their immediate locales. Indeed, a community college which is not closely identified with the community which it serves is not fulfilling its high purpose.

INTRODUCTION AND OVERVIEW

This study was made possible by the interest of the Vocational Directors Council in the Washington State Community College System and the State Board for Community College Education. The vocational directors at twenty-seven community colleges were given the opportunity to participate in this field study by responding to a questionnaire¹.

Twenty community colleges in sixteen districts chose to participate by returning the questionnaire. One community college did not choose to participate, and the other six either failed to respond in time or failed to receive the notice through the mail. Four of the non-participating institutions did make contact by telephone and gave their permission to conduct the study, but it was too late to include them in the survey. The study was not completed for these community colleges. The "interest in participation" questionnaire was mailed to each of the community college vocational directors on June 13, 1978. The advisory committee questionnaires were mailed to committee members between mid-June and mid-August.

¹

See Appendix I

In researching studies oriented toward advisory committees in the State of Washington, no reference could be found identifying previous studies in determining the committee members perceptions. For this reason and the enthusiasm of the Community College Vocational Directors Council the need for this study was recognized.

Confidentiality during the data gathering phase and summarization of the information into community college system totals was most important. This confidentiality protected the identity of the individual colleges, committees, and their members. It was important for the following reasons:

- (a) Assurance was needed that this study was not an audit.
- (b) Feelings of the committee members could be expressed without being inhibited.
- (c) Community college vocational directors wanted the maximum input for their evaluation and improved advisory committee effectiveness.

While confidentiality is important, it was felt the participating campus must be able to identify any committee that appeared to need changes and take the necessary action.

The questionnaire sent to each committee member did have a code for that committee and the respective community college. This committee code was assigned at the time of mailing and is known

only by the vocational director at each participating campus. No other copies of this coding exist.

The questionnaire and accompanying cover letter² were distributed to each advisory committee member by one of two methods: (a) by the campus or (b) by this author from lists supplied on an annual basis to the State Board for Community College Education. Fourteen of the campuses used this questionnaire. Six colleges who entered the project later used a different questionnaire³. The difference is in Question #4, and resulted in adding a sub-part "b". This addition was recommended by one of the participating vocational directors.

The questionnaire was designed as a one-page instrument. It was anticipated that better response rates are correlated to the brevity of the questionnaire.

There were 3663 questionnaires mailed, with 1647 being returned with responses. Of those with responses, 833 had written comments. Some 275 of those mailed were returned as not being deliverable by the post office.

² See Appendix II

³ See Appendix III

INTENT OF STUDY

Advice from committees representing the occupations being taught in vocational programs has been an important ingredient in vocational education for over half of a century. In this state, the State Plan for Vocational Education has mandated that each preparatory program have an advisory committee. Each of these committees must be composed of equal numbers of employees and employers.⁴ In addition, there is a requirement of one management and one labor representative from a local Joint Apprenticeship and Training Committee, if the vocational program is training people in the apprenticable trade or craft. The community colleges in this state are required to report to the State Board for Community College Education on an annual basis, each November 1, the membership of each advisory committee. These membership rosters include the names of the individuals, whether they represent employees, employers, or the Joint Apprenticeship Training Committee. In addition, the business or industry represented and the dates of each committee meeting during the previous year are included.

After receipt of these inventories by the State Board for Community College Education, an evaluation of each committee is made with requests to the colleges to correct inappropriate or inadequate representations on the committee.

⁴ See Appendix IV

The process of appointment to advisory committees, the designation of staff responsible for meeting with advisory committees, and the level of participation of advisory committee members varies widely -- not only from college to college, but also from program to program. Community colleges, as well as other elements of publicly supported education, have been criticized from time to time by members of the State Advisory Council on Vocational Education, organized labor representatives, and members of the legislature for not making effective use of the required advisory committees. Those critics have attempted to remedy the situation as they see it by seeking to establish more and more regulation. The current State Plan for Vocational Education, for example, has several pages dealing solely with the subject of advisory committees. The State Advisory Council presented as a part of its recommendations to the Commission for Vocational Education one which, if it had been adopted, would have added further regulation in the form of mandating training sessions for advisory committee members.

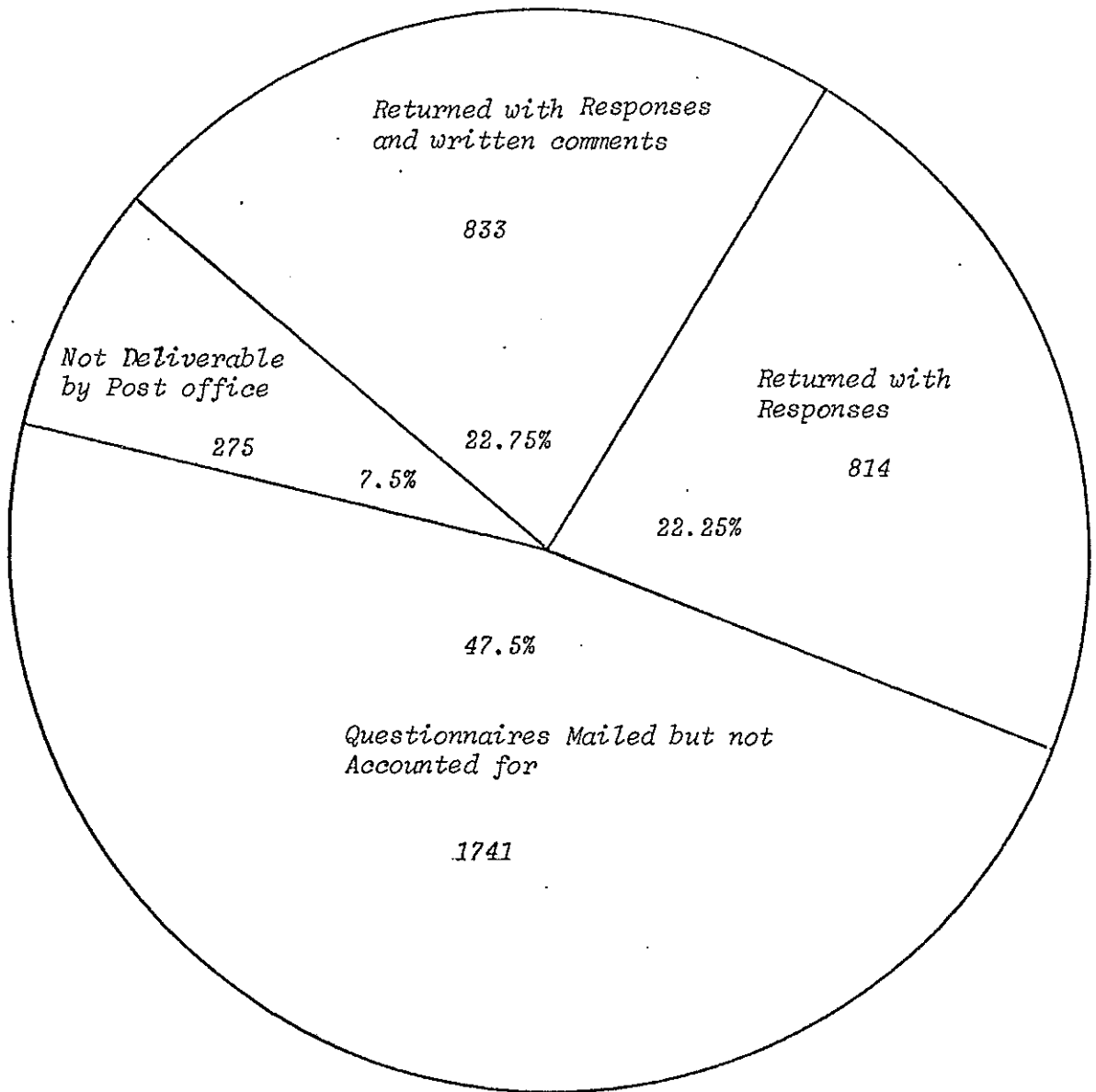
Vocational directors at various community colleges in the system expressed interest in a study that would survey the perceptions of advisory committee members.

The perceptions of the individual advisory committee members are intended as a data base to: (a) help answer questions by critics of the community college system; (b) assist local campuses in their work with advisory committees; and (c) help the State Board for Community College Education in developing adequate strategies for assisting colleges in the subject of advisory committee administration.

FINDINGS

Displayed on the following pages are summarized responses for all twenty community colleges. On the first page a pie chart displays the distribution of the questionnaires that were mailed. The second page shows the system total for each question; displayed on the remaining pages are like summaries for each of the participating colleges.

*Distribution of Mailed
Questionnaires*



3663 Questionnaires Mailed

QUESTIONNAIRE

Totals for all 20 campuses in 16 districts participating with a total of 1,647 responses.

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 1,459 Relative to the content of the vocational programs
- 353 For selection of instructors
- 689 On equipment and supplies necessary for operation of vocational programs
- 751 On enrollment levels in program to match with your knowledge of probable job openings
- 391 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 305 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	8	13
Monthly	100	162
Quarterly	680	874
Annually	400	140
Less than Annually	117	16
Semi-Annually	160	94

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 1,234 Written notice ten days or more prior to meeting
- 259 Written notice less than ten days prior to meeting
- 170 Phone call notice only
- 692 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
1,017 Yes 515 No 4b. Is this important? 323 Yes 119 No
 This return is for 6 of the 20 colleges participating.

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
240 Every time 862 Most of time 239 Once in a while 47 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

1,106 Program Instructor 1,218 Program Supervisor 658 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

987 Yes, if it fits into my schedule 92 No, schedule too busy
167 No, training not necessary 478 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

639 Community col. repres. 277 Appointed ctte. member 599 Elected ctte. member

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code C Advisory Committee Code none assigned

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

- Make recommendations:
- 78 Relative to the content of the vocational programs
 - 27 For selection of instructors
 - 38 On equipment and supplies necessary for operation of vocational programs
 - 40 On enrollment levels in program to match with your knowledge of probable job openings
 - 28 In assisting instructor to return to his/her occupation to update current skills or knowledge
 - 15 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	0	0
Monthly	2	3
Quarterly	24	40
Annually	36	20
Less than Annually	15	1
<i>Semi-Annually</i>	3	6

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 69 Written notice ten days or more prior to meeting
- 4 Written notice less than ten days prior to meeting
- 9 Phone call notice only
- 38 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
57 Yes 19 No 4b. ~~Yes~~ ~~XXXXXXXXXXXX~~ ~~No~~ ~~XXXXXXXXXXXX~~ ~~No~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
17 Every time 48 Most of time 9 Once in a while 2 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)
57 Program Instructor 72 Program Supervisor 50 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?
58 Yes, if it fits into my schedule 3 No, schedule too busy
10 No, training not necessary 19 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?
26 Community col. repres. 20 Appointed ctte. member 28 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

COMMUNITY COLLEGE
(To be completed on or before August 11, 1978)

Community College Code UPU Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 30 Relative to the content of the vocational programs
- 10 For selection of instructors
- 13 On equipment and supplies necessary for operation of vocational programs
- 10 On enrollment levels in program to match with your knowledge of probable job openings
- 3 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 4 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

<i>Twice A Quarter</i>	1	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	2	2	2
Monthly	1	1	1
Quarterly	15	15	20
Annually	4	4	1
Less than Annually	1	1	1
<i>Semi-Annually</i>	8	8	4

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 25 Written notice ten days or more prior to meeting
- 7 Written notice less than ten days prior to meeting
- 2 Phone call notice only
- 12 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
28 Yes 4 No ~~XX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
8 Every time 21 Most of time 3 Once in a while None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 27 Program Instructor 22 Program Supervisor 20 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 25 Yes, if it fits into my schedule No, schedule too busy
- 5 No, training not necessary 7 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 16 Community col. repres. 3 Appointed ctte. member 14 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 33
Returned w/comments - 12
Not delivered -

(Additional comments can be made on other side)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code "G-1" Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 74 Relative to the content of the vocational programs
- 25 For selection of instructors
- 29 On equipment and supplies necessary for operation of vocational programs
- 39 On enrollment levels in program to match with your knowledge of probable job openings
- 16 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 15 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly		
Monthly	6	12
Quarterly	26	42
Annually	19	9
Less than Annually	7	0
<i>Semi-Annually</i>	5	4

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 65 Written notice ten days or more prior to meeting
- 17 Written notice less than ten days prior to meeting
- 10 Phone call notice only
- 33 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

56 Yes 19 No ~~XX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

16 Every time 38 Most of time 11 Once in a while 0 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

36 Program Instructor 46 Program Supervisor 29 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

38 Yes, if it fits into my schedule 4 No, schedule too busy

18 No, training not necessary 28 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

48 Community col. repres. 7 Appointed ctte. member 12 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 82

Returned w/comments - 45

Not delivered - 1

(Additional comments can be made on other side)

QUESTIONNAIRE
(To be completed on or before August 11, 1978)

Community College Code "11" Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 153 Relative to the content of the vocational programs
 49 For selection of instructors
 96 On equipment and supplies necessary for operation of vocational programs
 92 On enrollment levels in program to match with your knowledge of probable job openings
 58 In assisting instructor to return to his/her occupation to update current skills or knowledge
 33 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	1	2
Monthly	10	10
Quarterly	71	94
Annually	41	11
Less than Annually	10	1
<i>Semi-Annually</i>	20	14

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 131 Written notice ten days or more prior to meeting
 21 Written notice less than ten days prior to meeting
 14 Phone call notice only
 69 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
 107 Yes 44 No 4b. Is this important? 99 Yes 34 No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
 28 Every time 87 Most of time 23 Once in a while 6 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

 126 Program Instructor 127 Program Supervisor 64 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

 107 Yes, if it fits into my schedule 5 No, schedule too busy
 19 No, training not necessary 48 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

 67 Community col. repres. 28 Appointed ctte. member 61 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

 Number mailed - 452
 Number returned - 171
 Returned w/comments - 97
 Not delivered - 76

(Additional comments can be made on other side)

QUESTIONNAIRE
(To be completed on or before August 11, 1978)

Community College Code "K" Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 33 Relative to the content of the vocational programs
- 5 For selection of instructors
- 14 On equipment and supplies necessary for operation of vocational programs
- 12 On enrollment levels in program to match with your knowledge of probable job openings
- 2 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 2 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly		<u>1</u>
Monthly		<u>3</u>
Quarterly	<u>9</u>	<u>13</u>
Annually	<u>26</u>	<u>14</u>
Less than Annually	<u>2</u>	

1 *Semi-Annually*

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 27 Written notice ten days or more prior to meeting
- 10 Written notice less than ten days prior to meeting
- 0 Phone call notice only
- 18 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

10 Yes 26 No ~~40~~ ~~Is this important?~~ ~~Yes~~ ~~No~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

5 Every time 27 Most of time 5 Once in a while 0 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

33 Program Instructor 27 Program Supervisor 24 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

22 Yes, if it fits into my schedule 1 No, schedule too busy
6 No, training not necessary 11 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

33 Community col. repres. 2 Appointed ctte. member 7 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 38

Returned w/comments - 20

Not delivered -

(Additional comments can be made on other side)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code "L" Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 120 Relative to the content of the vocational programs
- 26 For selection of instructors
- 55 On equipment and supplies necessary for operation of vocational programs
- 64 On enrollment levels in program to match with your knowledge of probable job openings
- 27 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 21 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly		
Monthly	13	13
Quarterly	83	73
Annually	20	8
Less than Annually	3	0
<i>Semi-Annually</i>	4	4

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 106 Written notice ten days or more prior to meeting
- 16 Written notice less than ten days prior to meeting
- 17 Phone call notice only
- 72 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
94 Yes 32 No 4b. Is this important? 86 Yes 29 No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
18 Every time 82 Most of time 12 Once in a while 6 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)
72 Program Instructor 92 Program Supervisor 87 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?
68 Yes, if it fits into my schedule 12 No, schedule too busy
22 No, training not necessary 35 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?
30 Community col. repres. 27 Appointed ctte. member 65 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 131
Returned w/comment - 55
Not delivered - 5

(Additional comments can be made on other side)

(To be completed on or before August 11, 1978)

Community College Code " Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 81 Relative to the content of the vocational programs
- 12 For selection of instructors
- 38 On equipment and supplies necessary for operation of vocational programs
- 41 On enrollment levels in program to match with your knowledge of probable job openings
- 15 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 20 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	0	1
Monthly	4	7
Quarterly	35	50
Annually	25	9
Less than Annually	6	0
<i>Semi-Annually</i>	9	6

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 61 Written notice ten days or more prior to meeting
- 21 Written notice less than ten days prior to meeting
- 9 Phone call notice only
- 39 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
34 Yes 55 No 4b. Is this important? 49 Yes 27 No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rationale for non-compliance:
5 Every time 54 Most of time 8 Once in a while 2 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 74 Program Instructor 22 Program Supervisor 37 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 61 Yes, if it fits into my schedule 5 No, schedule too busy
- 5 No, training not necessary 28 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 36 Community col. repres. 12 Appointed ctte. member 36 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 31

Returned w/comment - 49

(Additional comments can be made on other side)

(To be completed on or before August 11, 1978)

Community College Code 77 Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

- Make recommendations:
- 20 Relative to the content of the vocational programs
 - 10 For selection of instructors
 - 47 On equipment and supplies necessary for operation of vocational programs
 - 40 On enrollment levels in program to match with your knowledge of probable job openings
 - 20 In assisting instructor to return to his/her occupation to update current skills or knowledge
 - 13 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	1	3
Monthly	5	8
Quarterly	33	61
Annually	29	8
Less than Annually	10	1
Semi-Annually	19	4

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 86 Written notice ten days or more prior to meeting
- 16 Written notice less than ten days prior to meeting
- 10 Phone call notice only
- 52 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

- 85 Yes 19 No ~~XX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

- 8 Every time 70 Most of time 11 Once in a while 0 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 79 Program Instructor 81 Program Supervisor 46 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 62 Yes, if it fits into my schedule 10 No, schedule too busy
- 9 No, training not necessary 28 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 36 Community col. repres. 20 Appointed ctte. member 50 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number sent - 243
 Number returned - 106
 Returned w/comment - 49
 Not delivered - 17

(To be completed on or before August 11, 1978)

Community College Code "Q" Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 28 Relative to the content of the vocational programs
 4 For selection of instructors
 13 On equipment and supplies necessary for operation of vocational programs
 12 On enrollment levels in program to match with your knowledge of probable job openings
 8 In assisting instructor to return to his/her occupation to update current skills or knowledge
 8 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly		
Monthly		1
Quarterly	13	20
Annually	8	1
Less than Annually	5	0
Semi-Annually	1	1

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 19 Written notice ten days or more prior to meeting
 8 Written notice less than ten days prior to meeting
 9 Phone call notice only
 8 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
 15 Yes 14 No 4b. Is this important? 19 Yes 8 No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rationale for non-compliance:
 1 Every time 14 Most of time 13 Once in a while 1 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 18 Program Instructor 24 Program Supervisor 4 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 19 Yes, if it fits into my schedule 1 No, schedule too busy
 No, training not necessary 13 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 15 Community col. repres. 4 Appointed ctte. member 9 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

 Total sent to college for distribution - 90
 Number returned - 33
 Returned w/comments - 16

(Additional comments can be made on other side)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code 7 Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 96 Relative to the content of the vocational programs
- 29 For selection of instructors
- 45 On equipment and supplies necessary for operation of vocational programs
- 50 On enrollment levels in program to match with your knowledge of probable job openings
- 23 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 19 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	1	0
Monthly	5	12
Quarterly	32	53
Annually	47	16
Less than Annually	6	0
<i>Semi-Annually</i>	10	8

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 74 Written notice ten days or more prior to meeting
- 26 Written notice less than ten days prior to meeting
- 12 Phone call notice only
- 37 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
 61 Yes 43 No ~~XX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
 16 Every time 53 Most of time 23 Once in a while 6 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)
 74 Program Instructor 87 Program Supervisor 37 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?
 65 Yes, if it fits into my schedule 11 No, schedule too busy
 8 No, training not necessary 36 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?
 44 Community col. repres. 19 Appointed ctte. member 43 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code U Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 32 Relative to the content of the vocational programs
- 5 For selection of instructors
- 15 On equipment and supplies necessary for operation of vocational programs
- 12 On enrollment levels in program to match with your knowledge of probable job openings
- 6 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 5 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	0	0
Monthly	6	6
Quarterly	22	20
Annually	2	1
Less than Annually	2	0
<i>Semi-Annually</i>	1	1

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 28 Written notice ten days or more prior to meeting
- 5 Written notice less than ten days prior to meeting
- 3 Phone call notice only
- 13 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
25 Yes 8 No 4b. Is this important? 22 Yes 11 No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
1 Every time 21 Most of time 4 Once in a while 2 None taken 3 ?

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 18 Program Instructor 26 Program Supervisor 14 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 24 Yes, if it fits into my schedule 2 No, schedule too busy
- 3 No, training not necessary 7 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 12 Community col. repres. 9 Appointed ctte. member 14 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

(Additional comments can be made on other side)

Community College Code 117 Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 84 Relative to the content of the vocational programs
- 17 For selection of instructors
- 41 On equipment and supplies necessary for operation of vocational programs
- 41 On enrollment levels in program to match with your knowledge of probable job openings
- 24 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 20 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	<u>1</u>	<u>0</u>
Monthly	<u>14</u>	<u>15</u>
Quarterly	<u>34</u>	<u>44</u>
Annually	<u>17</u>	<u>7</u>
Less than Annually	<u>6</u>	<u>0</u>
Semi-Annually	<u>11</u>	<u>5</u>

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 68 Written notice ten days or more prior to meeting
- 11 Written notice less than ten days prior to meeting
- 7 Phone call notice only
- 46 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
56 Yes 30 No ~~45 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
17 Every time 45 Most of time 18 Once in a while 3 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 67 Program Instructor 67 Program Supervisor 21 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 60 Yes, if it fits into my schedule 4 No, schedule too busy
- 3 No, training not necessary 32 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 56 Community col. repres. 11 Appointed ctte. member 20 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

 Number returned - 94
 Returned w/comments - 43
 Not delivered - 14

(Additional comments can be made on other side)

Community College Code "W-1" Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 36 Relative to the content of the vocational programs
- 9 For selection of instructors
- 18 On equipment and supplies necessary for operation of vocational programs
- 18 On enrollment levels in program to match with your knowledge of probable job openings
- 9 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 4 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	0	0
Monthly	0	0
Quarterly	9	15
Annually	20	8
Less than Annually	6	1

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 41 Written notice ten days or more prior to meeting
- 0 Written notice less than ten days prior to meeting
- 2 Phone call notice only
- 17 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

32 Yes 11 No 4b. ~~Is this important?~~ XXXXXXXXXX Yes XXXXXXXXXX No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

6 Every time 19 Most of time 7 Once in a while 2 None taken
1 Unknown

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

33 Program Instructor 32 Program Supervisor 16 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

30 Yes, if it fits into my schedule 3 No, schedule too busy
1 No, training not necessary 12 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

5 Community col. repres. 6 Appointed ctte. member 18 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Number mailed - 60

Number returned - 41

Returned w/comment - 20

(Additional comments can be made on other side)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code W-2 Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 67 Relative to the content of the vocational programs
- 12 For selection of instructors
- 36 On equipment and supplies necessary for operation of vocational programs
- 29 On enrollment levels in program to match with your knowledge of probable job openings
- 21 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 11 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	1	1
Monthly	1	9
Quarterly	30	38
Annually	15	3
Less than Annually	4	0
<i>Semi-Annually</i>	15	10

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 56 Written notice ten days or more prior to meeting
- 13 Written notice less than ten days prior to meeting
- 1 Phone call notice only
- 28 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

36 Yes 32 No 4b. Is this important? 48 Yes 10 No

5. Has the community college taken action in response to the committee's recommendations?

Takes action to comply with recommendations or states rational for non-compliance:
10 Every time 36 Most of time 11 Once in a while 1 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

59 Program Instructor 44 Program Supervisor 30 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

45 Yes, if it fits into my schedule 2 No, schedule too busy
5 No, training not necessary 20 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

18 Community col. repres. 15 Appointed ctte. member 35 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

QUESTIONNAIRE

(To be completed on or before August 11, 1978)

Community College Code "Y" Advisory Committee Code

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 41 Relative to the content of the vocational programs
- 20 For selection of instructors
- 13 On equipment and supplies necessary for operation of vocational programs
- 15 On enrollment levels in program to match with your knowledge of probable job openings
- 2 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 5 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly	0	0
Monthly	0	1
Quarterly	4	26
Annually	22	12
Less than Annually	18	3
<i>Semi-Annually</i>	1	0

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 37 Written notice ten days or more prior to meeting
- 2 Written notice less than ten days prior to meeting
- 3 Phone call notice only
- 12 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

- 26 Yes 18 No ~~At xxxxx this important? xxxxxxxx Yes xxxxxxxx No~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

- 9 Every time 22 Most of time 3 Once in a while 2 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

- 8 Program Instructor 35 Program Supervisor 16 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

- 24 Yes, if it fits into my schedule 6 No, schedule too busy
- 8 No, training not necessary 10 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

- 33 Community col. repres. 5 Appointed ctte. member 5 Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

(Additional comments can be made on other side)

Community College Code "2" Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- 159 Relative to the content of the vocational programs
- 45 For selection of instructors
- 52 On equipment and supplies necessary for operation of vocational programs
- 83 On enrollment levels in program to match with your knowledge of probable job openings
- 39 In assisting instructor to return to his/her occupation to update current skills or knowledge
- 35 Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
<i>Bi-Annually</i>	3	1
Monthly	15	30
Quarterly	91	97
Annually	21	6
Less than Annually	3	1 as needed
<i>Semi-Annually</i>	13	2

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- 136 Written notice ten days or more prior to meeting
- 33 Written notice less than ten days prior to meeting
- 29 Phone call notice only
- 91 Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

134 Yes 27 No ~~XX~~

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:

38 Every time 68 Most of time 26 Once in a while 4 None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

98 Program Instructor 127 Program Supervisor 81 College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

101 Yes, if it fits into my schedule 10 No, schedule too busy
14 No, training not necessary 61 Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

50 Community col. repres. 38 Appointed ctte. member 70 Elected ctte. member

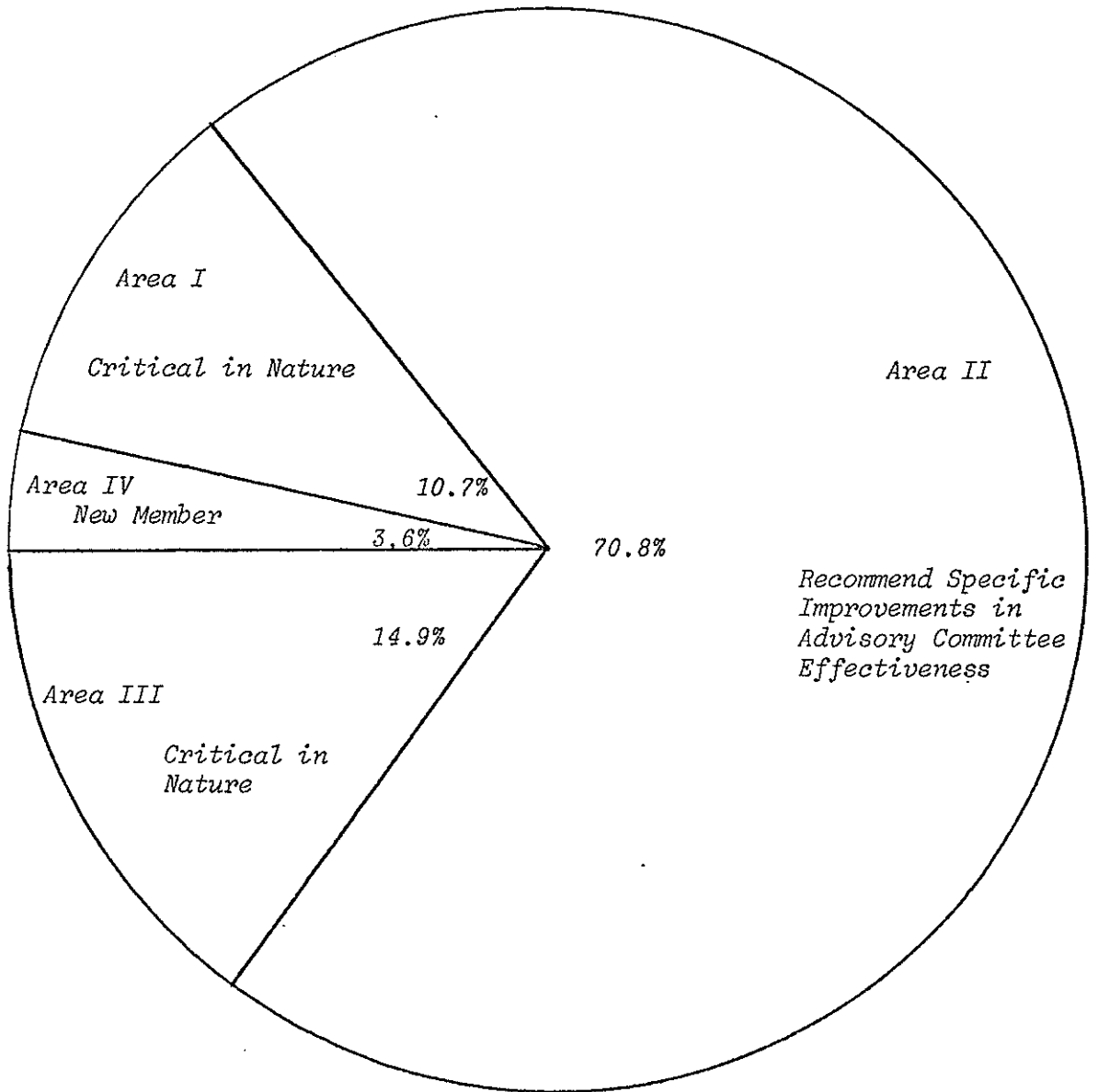
What do you think would improve advisory committee effectiveness? (Comments optional)

Number returned - 175
Returned w/comment - 93

(Additional comments can be made on other side)

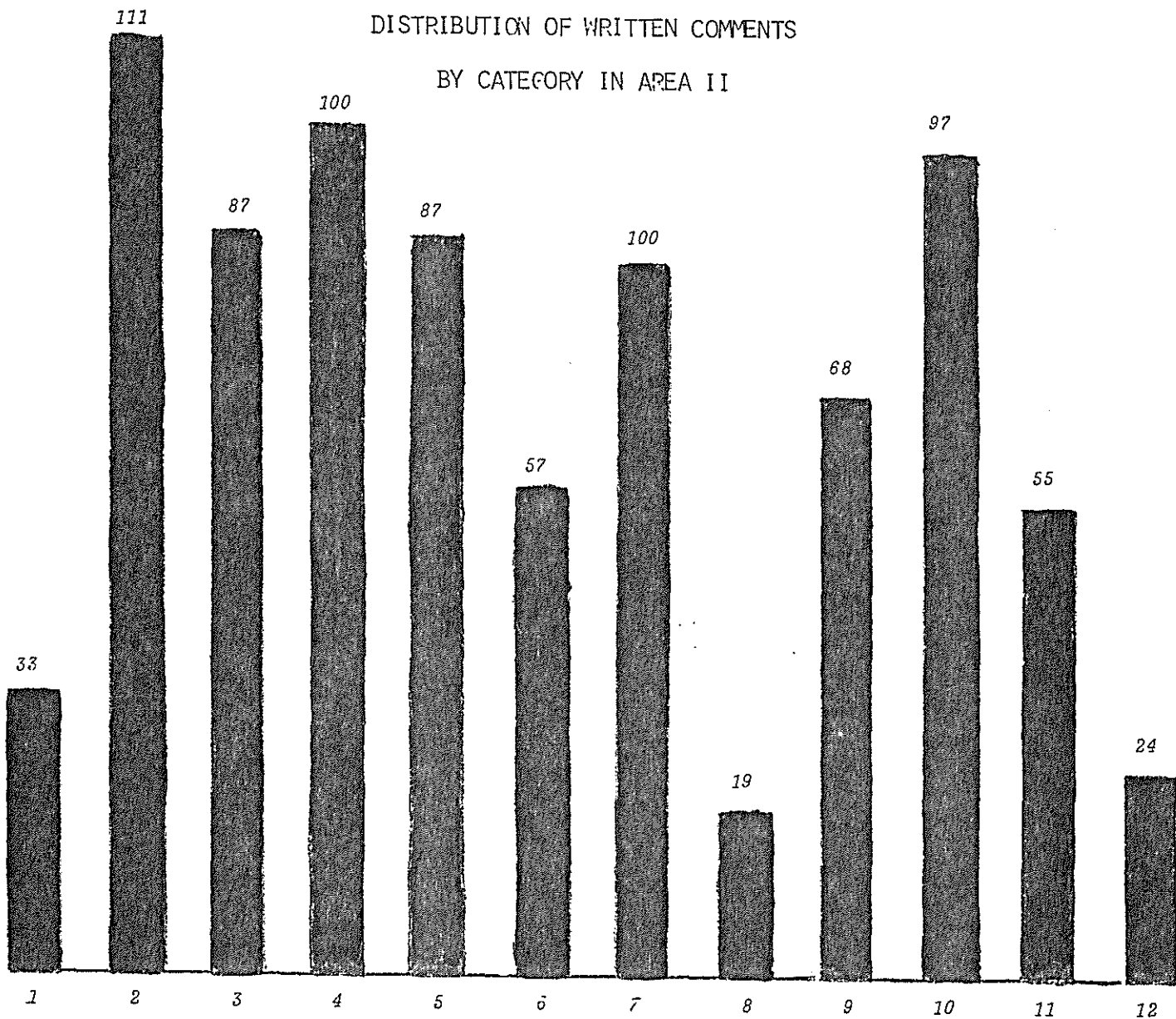
Distribution of Written Comments

By Area



1182 Total Written Comments

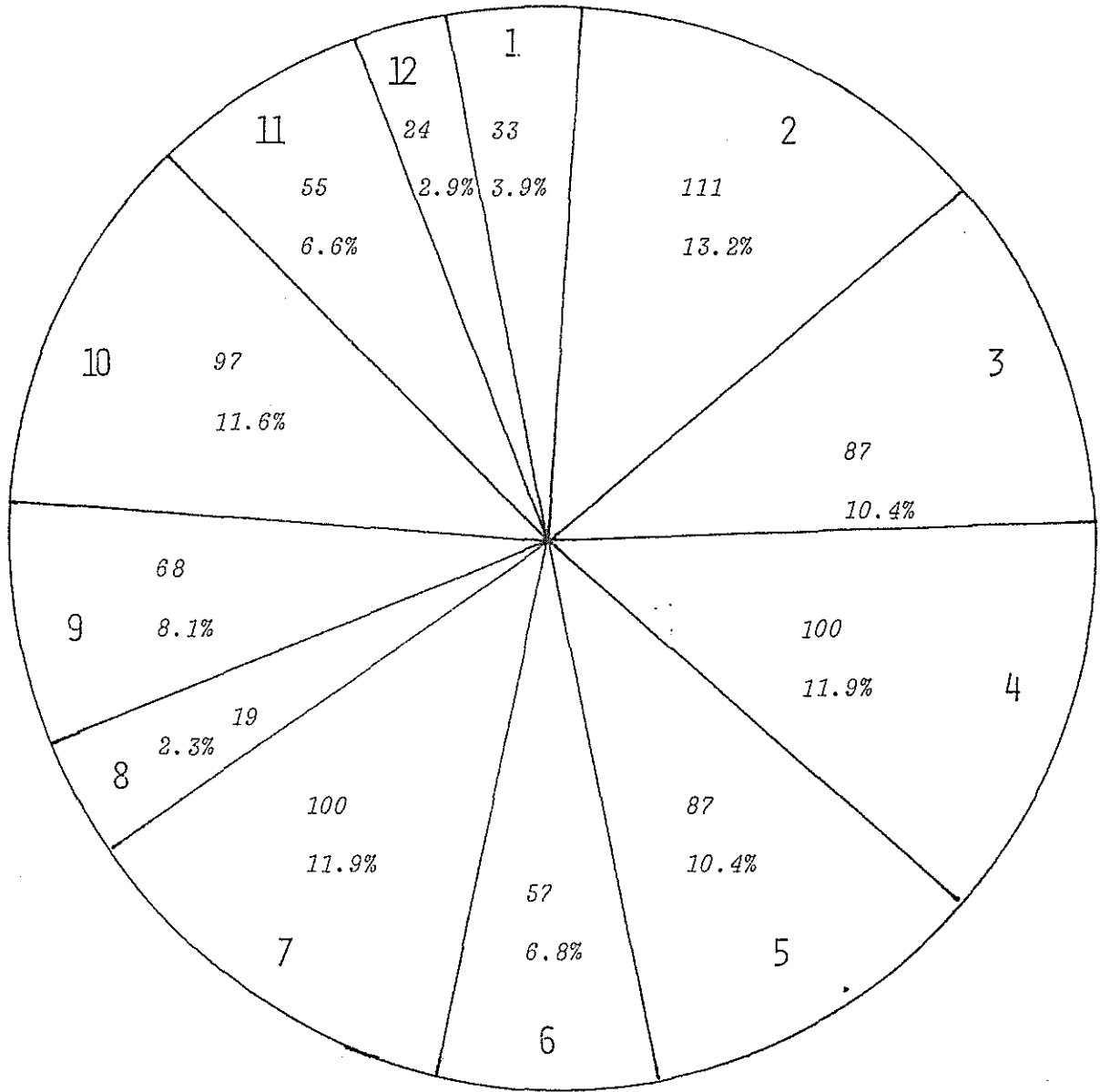
NUMERICAL
DISTRIBUTION OF WRITTEN COMMENTS
BY CATEGORY IN AREA II



838 TOTAL COMMENTS

FOR SPECIFIC RECOMMENDATIONS IN EACH
CATEGORY SEE EXPLANATIONS CORRESPONDING
TO THE SAME NUMBERS ON THE FOLLOWING PAGES

DISTRIBUTION OF WRITTEN COMMENTS
BY CATEGORY IN AREA II



838 Total Comments

For specific recommendations in each category
see explanations corresponding to the same
numbers on the following pages.

SUMMARY OF WRITTEN COMMENTS

Questionnaires totaling 1647 were returned from twenty community college campuses in sixteen community college districts. Of these 1647 responses, 833 had at least one written comment. Many had more, resulting in 1182 separate recommendations or comments which reflected the feelings of the participants. These responses have been categorized into four major areas:

- 1. Those reflecting that the advisory committee is effective.*
- 2. Those that contain specific recommendations for improving the effectiveness of the advisory committee; these were further categorized into twelve response areas.*
- 3. Those with personal observations or comments on their own experience as members of an advisory committee, critical in nature.*
- 4. Those having been on advisory committee a short time and felt they could not answer the specific questions.*

Listed on the following pages are the written comments by category and area.

I Feels that the advisory committee is effective as it is presently constituted, administered, and perceived in fulfilling it's assigned tasks.

126 comments of the 1182 total or 10.7%

II Feels that the advisory committee operation needs improvement in it's effectiveness. The improvements are recommended in the following areas:

1. Would like to receive more information on the placement and attendance of students who are or have been enrolled in the program or programs they are advisory to. Comments in this category also recommended that information relative to the cost of training, community employment needs, and general program effectiveness would increase advisory committee viability.

33 comments of the 1182 total or 2.8%

2. Would recommend that advisory committee meet more often or on a regular basis.

111 comments of the 1182 total or 9%

3. *Would recommend that there be more participation of existing committee members, both in meetings and sub-committee or related advisory committee activities. In addition, recommendations were made that committee members be replaced on a regular basis to bring new blood into the committee. A better selection system to insure diversity of membership background and retention of only those members who want to serve and contribute.*

87 comments of the 1182 total or 7.4%

4. *Recommend that the committee be familiarized with or have knowledge of agenda items prior to the meeting. Recommend also that improvement be made in committee meeting notice, agenda, and meeting minutes procedures.*

100 comments of the 1182 total or 8.5%

5. *Recommend training for the advisory committee members to help them understand their responsibilities and learn how they can best help the college and program they are advisory to.*

87 comments of the 1182 total or 7.4%

6. *Recommend more contact with students in the classroom between meetings and during college activities, (such as field trips or work experience) to receive students opinions of the program. Many stated they would appreciate the opportunity to be guest speakers in classes.*

57 comments of the 1182 total or 4.8%

7. *Recommend that the committees be given increased responsibility to give more input into instructional program content and/or schedules. Committee members also felt they should have the opportunity to discuss and give advice on problem areas in program and instruction.*

100 comments of the 1182 total or 8.5%

8. *Recommend that changes be made in the time and place of advisory committee meetings.*

19 comments of the 1182 total or 1.6%

9. *Recommend that improvement be made in the advisory committee meeting format, it's operation to reflect effectiveness of committee time and energy and recognition of the committee's status as a part of the instructional team.*

68 comments of the 1182 total or 5.8%

10. Recommend that the administrators be in attendance and be responsive to committee's recommendations either affirmative or negative.

97 comments of the 1182 total or 8.2%

11. Recommend that improvements be made in communications between the college and advisory committee through the use of newsletter, direct contact, or workshops relative to what is happening to program and students.

55 comments of the 1182 total or 4.6%

12. Recommend that instructors be supportive of advisory committees and interfere less with the committee process by not arguing with committee recommendations or by being so defensive. It is also recommended that instructors need to update their knowledge and skills by returning to work in their occupation or visit business and industry to upgrade themselves on methods and procedures.

24 comments of the 1182 total or 2%

III Two comments stated many times on the returns that do not fall into either a category or recommendations for improving effectiveness or already being effective, are as follows:

1. Not aware of being on advisory committee or have not received a meeting notice for over one year.

90 comments of the 1182 total or 7.6%

2. Feel that the advisory committee is a token effort; only satisfies a requirement; in attendance to listen to the college and not give recommendations; not being used as intended; or feel they are only a "rubber stamp".

85 comments of the 1182 total or 7.2%

IV Have only been on advisory committee a short time and didn't feel they could answer the specific questions.

43 comments of the 1182 total or 3.6%

RECOMMENDATIONS

In analyzing the information returned in the study, several elements reflect need for activities that could improve advisory committee effectiveness. The advisory committee members overwhelmingly felt their responsibility was to make recommendations relative to the content of the vocational program. About one-half of this number felt their responsibility was also to make recommendations of equipment, supplies, and enrollment levels in program to match probable job openings in business and industry. The perceptions of the advisory committee of their assignment did not give high priority to selection to update skills or knowledge. These are important activities for the advisory committee but have not been viewed by the majority of the colleges as an area of responsibility.

Recommendations for improving vocational advisory committee effectiveness are as follows:

- 1. Comments from 8.5% of the survey participants expressed a need to have reaction from the college relative to the recommendations given at the committee meetings. Among these same comments, many suggested that the administrators should be in attendance so that they could receive recommendations*

and respond directly to the committee at the time the recommendations are made.

Recommendation No. 1: That all recommendations made by advisory committee receive response from the college. In addition to having the administration in attendance, improvements could be accomplished in several ways:

(a) all minutes be circulated through an administrator who would respond in writing as an addendum and distributed to the committee members; (b) all recommendations, after being evaluated by the administration, could have responses at the next scheduled meeting either by the community college representative or preferably the appropriate administrator.

2. Survey responses indicate that committee members need to be replaced on a regular basis. The replacements need to have a diversity in membership background.

Recommendation No. 2: That committee members be appointed for a term of one year. Reappointments should only be made in the case of active participation during the previous term and wish to continue. If replacement is needed, the representative body must be consulted for new recommendations.

3. *Recommendations show a high need for newsletters, regular visit schedules for committee members to view program in operation, and more understanding of the college and its goals.*

Recommendation No. 3: That a handbook should be produced by the State Board for Community College Education on Advisory Committee Procedures. This handbook should outline the duties and functions of committee members, chairpersons, secretaries, college representatives, administrators, and instructors. The rules, regulations, and laws pertinent to advisory committees are important inclusions.

4. *Sixty percent of the responses indicated a willingness to attend a short training session related to the workings of advisory committees. Half of these preferred that training be in conjunction with the advisory committee meetings.*

Recommendation No. 4: That training be given all advisory committee members, by any one or a combination of several methods, and could include:

- a. Each college could sponsor a college-wide vocational advisory committee banquet and/or get-acquainted evening early in the fall of each year. The administration, including the president, vocational director, and members of the board of trustees, are important participants.

- b. Each advisory committee meeting could have 30 minutes set aside for the sole purpose of improving committee effectiveness. This is assuming advisory committee meetings last about two hours. This type of training could be in modules and presented in any variety of methods with needed audio-visual aids. One very effective method is by video-tape of no more than fifteen minutes in duration, followed by discussion.
- c. The college could send a short newsletter on a monthly basis to the advisory committee members of that program. In this newsletter, information on the program, such as enrollment, placement, instructional progress and other items that might be of interest could be included. Special attention could be given to agenda items that the college feels the advisory committee should address itself to at the next meeting. As a part of this newsletter, a one-page information sheet relative to advisory committee workings could be included. This sheet should be pre-punched to fit a binder as part of a committee member's reference notebook.
- d. Distribution should be made of a complete handbook on advisory committees, their role and responsibilities. Through this handbook the committee members, faculty and staff could have a consistent source of reference material.

5. *Advisory committee members responding to the question on how often they should meet indicated quarterly as their top choice. Sixty-seven percent of the responses favored this meeting frequency with the remaining response being spread into five other choices. This choice, when correlated with the written recommendations, indicates that the advisory committee members feel that the college does not have an interest in using the advisory committee as a resource if meetings are not held fairly frequent. The committees who meet more frequently appear to have a more positive feeling toward the college and the vocational program they are advisory to.*

Recommendation No. 5: That each committee, at its fall meeting, decide on the time, location, and frequency of the meetings for the year. The committee should also consider tentative agenda items for the year at this time. Using this procedure, the committee members should have a positive feeling on their involvement and the meeting schedule.

6. The returns indicate that the advisory committee is chaired by the community college representative forty-two percent of the time. Written comments indicated as well that the committee members felt a need to give more advice and discuss problem areas. Many felt that the college representative dominates the meeting and fails to give the committee members an opportunity to participate.

Recommendation No. 6: That a chairperson, vice-chairperson, be elected by each committee for a term of one year at the fall meeting. A secretary should be the community college representative who would have the responsibility of seeing that minutes are taken, sent to members of the committee, and filed.

7. Comments from only two percent of committee members making written responses, indicated a problem with instructors understanding advisory committee functions.

Recommendation No. 7: That all faculty and staff who come in contact with advisory committees complete a course of instruction on advisory committee usage. This recommendation is important even though only two percent of the comments indicate that the instructor does not understand advisory committee functions. Advisory committees are the life-blood of vocational education, and to allow instructors to teach, without the basic understanding of committee usage would be poor practice.

APPENDIX I

June 13, 1978

The purpose of this letter is to determine the extent to which you are willing to assist me, as a graduate student, in completing a part of my MA requirements.

As partial consideration for fulfilling the requirements for a masters degree at Central Washington University, I am soliciting assistance from each of you. This assistance is in the form of help in completing a field study that involves your vocational program advisory committees. This study is to determine the perceptions held by your advisory committee members concerning your institution. The study would involve a short one-page questionnaire that would be mailed to each advisory committee member. The goal and objective of the questionnaire would include the following: (Please see attached sample questionnaire)

1. To assess the perceptions of the advisory committee members relative to the community college responsiveness to committee recommendations.
2. To elicit from the advisory committee members suggestions for improvement of advisory committee functions.

If you elect to participate your community college will be provided with a summary of results for your own campus. From the summary you should be able to determine what actions, if any, are necessary for improving your advisory committee activities.

Your assistance is requested in the distribution of the questionnaire to each of your advisory committee members. Your community college will have an identification code known only to me. Each community college could, in turn, code the questionnaires for identification of the program the participant serves on. The questionnaire when completed by the advisory committee members could either be returned to me or to you, and forwarded to me in one batch.

The time line for conducting this study is during the last week of June and the first two weeks in July. A supply of questionnaires will be made available to each

APPENDIX I

of you. Please return the attached summary reply sheet indicating your preferred involvement, along with any comments, to me before June 20, 1978.

Thank you for your response and participation.

Sincerely yours,

Raymond L. Harry
319 East 7th Avenue
Olympia, Washington 98504

RLH:RT
Encs-1

APPENDIX I

Please return this to Raymond Harry prior to June 19, 1978.

- A. Will participate by:
1. Mailing Coding Questionnaires to each Advisory Committee member. _____ number of questionnaires needed.
 2. Giving authorization for Ray Harry to mail and receive responses from inventory on file in the SBCCE office.
- B. Do not wish to participate.

(Signed) _____ Date _____
Vocational Director

_____ CC District

APPENDIX II

June 13, 1978

Dear Advisory Committee Member:

The attached questionnaire is being sent to you as partial fulfillment of field study requirements for my graduate program at Central Washington University. To be of maximum use in community college planning, your reply is needed on or before July 10, 1978.

The questionnaire has been coded to allow final conclusions to be distributed to your community college. There is also a code to determine from which advisory committee the response is collected. There is no code for individuals, therefore your comments will be kept anonymous. Summary of the responses will allow the community college to improve the advisory committee activities. This can also result in improved delivery of vocational education services to the citizens of this state.

Your completion and return of the attached questionnaire will be appreciated. Thank you for your cooperation.

Sincerely yours,

Raymond L. Harry
319 East 7th Avenue
Olympia, Washington 98504

RLH:RT
Enc-1

Community College Code _____ Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? Make recommendations: (Check one or more)

- Relative to the content of the vocational programs
- For selection of instructors
- On equipment and supplies necessary for operation of vocational programs
- On enrollment levels in program to match with your knowledge of probable job openings
- In assisting instructor to return to his/her occupation to update current skills or knowledge
- Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	CTTE. NOW MEETS	CTTE. SHOULD MEET.
More than Monthly		
Monthly		
Quarterly		
Annually		
Less than Annually		

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- Written notice ten days or more prior to meeting
- Written notice less than ten days prior to meeting
- Phone call notice only
- Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?

Yes No

5. Has the community college taken action in response to the committee's recommendations?

Takes action in conformance to recommendations:

Every time Most of time Once in a while None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

Program Instructor Program Supervisor College Administrator

7. If training on the working of an advisory committee were made available (2-3 hrs. in length), would you attend?

Yes, if it fits into my schedule No, schedule too busy
 No, training not necessary Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

Community col. repres. Appointed ctte. member Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

(Additional comments can be made on other side)

QUESTIONNAIRE
(To be completed on or before July 7, 1978)

Community College Code _____ Advisory Committee Code _____

1. In your opinion does your responsibility as an advisory committee member include the following? (Check one or more)

Make recommendations:

- _____ Relative to the content of the vocational programs
- _____ For selection of instructors
- _____ On equipment and supplies necessary for operation of vocational programs
- _____ On enrollment levels in program to match with your knowledge of probable job openings
- _____ In assisting instructor to return to his/her occupation to update current skills or knowledge
- _____ Resulting from visits with students on campus

2. Does your committee meet as frequently as you feel necessary to satisfy the responsibilities which you understand the committee has? In the following matrix phase, check a selection in each column that best reflects your situation.

	COMMITTEE NOW MEETS	COMMITTEE SHOULD MEET
More than Monthly		
Monthly		
Quarterly		
Annually		
Less than Annually		

3. How do you receive notice of the advisory committee meeting? (Check one or more)

- _____ Written notice ten days or more prior to meeting
- _____ Written notice less than ten days prior to meeting
- _____ Phone call notice only
- _____ Agenda is included with notice of meeting

4. Do you receive minutes of the meeting within four weeks or less after meeting?
 _____ Yes _____ No 4b. Is this important? _____ Yes _____ No

5. Has the community college taken action in response to the committee's recommendations? Takes action to comply with recommendations or states rational for non-compliance:
 _____ Every time _____ Most of time _____ Once in a while _____ None taken

6. During the advisory committee meeting the community college representative normally in attendance is: (Check one or more)

_____ Program Instructor _____ Program Supervisor _____ College Administrator

7. If training were made available on the workings of an advisory committee, would you attend a 2-3 hour session?

_____ Yes, if it fits into my schedule _____ No, schedule too busy
 _____ No, training not necessary _____ Yes, as part of an advis. ctte. meeting

8. Who acts as chairman at your committee meetings?

_____ Community col. repres. _____ Appointed ctte. member _____ Elected ctte. member

What do you think would improve advisory committee effectiveness? (Comments optional)

Local Advisory Councils

- 111 Each eligible recipient receiving assistance under this Act to operate vocational education programs shall establish a local advisory council to provide such agency with advice on current job needs and on the relevancy of courses being offered by such agency in meeting such needs. Such local advisory councils shall be composed of members of the general public, including but not limited to, representatives of business, industry and labor, and also should include representative spokespersons for handicapped and disadvantaged. The responsibility for empaneling members of all local advisory councils shall be that of the local eligible recipient.

Local Advisory Councils

- (a) Each eligible recipient shall assure the appropriate State agency, in its application for Federal or State funds, evidence that documentation of the establishment of a local advisory council is on file.
- (b) The local advisory council may be established for:
- (1) Program areas;
 - (2) Schools;
 - (3) The community; or
 - (4) The region in which the eligible recipient is located.
- (c) The local advisory council shall be composed of representatives of the general public, including at least a representative of:
- (1) Business;
 - (2) Industry; and
 - (3) Labor.

When feasible, council membership should also be drawn from across the occupational spectrum represented by existing and proposed programs and from other groups of interested and concerned citizens.

- (d) Representatives from several local program/craft committees, or representatives of several school councils within a local education agency, having the requisite representation in paragraph (c), should join together to form a general local advisory council.

112 Duties of Local Advisory Councils

- (a) The local advisory council shall advise the eligible recipient on:
- (1) Current job needs; and
 - (2) The relevance of programs (courses) being offered by the local educational agency in meeting current job needs.
- (b) They may also assist by:
- (1) Helping to identify the needs of individuals and the community;
 - (2) Helping assess labor market requirements;

- (3) Contributing to the establishment and maintenance of realistic and practical vocational programs;
 - (4) Participating in the development of community understanding and support;
 - (5) Aiding in building the prestige of and respect for the entire program of occupational education.
- (c) The local advisory council shall assist the eligible recipient in developing its application to the Commission or to the agency which has been delegated the responsibility for accepting applications by the Commission.
- (d) The Commission shall inquire into the establishment and satisfactory functioning of appropriate general advisory committees as part of the overall evaluations connected with monitoring programs being operated by local educational agencies.

11X Local Program/Craft Advisory Committees

- (a) Each eligible recipient shall provide documentation that a program or craft advisory committee has been empanelled for each craft or program area, at the most specific occupational level appropriate to the identified skill level for which training is given, except that where evidence is presented with the application for approval that a general advisory committee is more appropriate, such a committee will be allowable. Each eligible recipient shall also provide evidence that a bona fide effort is being made to assure the effective functioning of each committee. Evidence of the empanelling could include:
- (1) Written documentation of appointments;
 - (2) Written documentation of acceptance by the appointees;
 - (3) Other types of verification.
- Evidence of a bona fide effort being made could be reflected in meeting minutes, which indicate:
- (1) That an adequate number of meetings were held to assure that the input provided a positive effect on the program;
 - (2) That adequate prior notification of meeting dates and times have been given;
 - (3) That meetings have been scheduled on dates and at times to assure maximum employer and employee attendance; and
 - (4) Other corroboration of intent.
- (b) The local program/craft advisory committee will have equal representation of employers and employees engaged in the occupation for which training is given.
- (c) For programs preparing students for entry into, or upgrading in, apprenticeable trades, the applicable Joint Apprenticeship Training Committee (JATC) shall be invited to be represented equally with one or more employer and employee members or designees. Where satisfactory evidence is furnished indicating that JATC members or designees are unavailable, a committee may be empanelled composed of persons who are familiar with the occupation and geographic area served by the particular program.

- (d) The responsibility for empanelling members of the local advisory committee shall be that of the local eligible recipient.
- (e) The general responsibility of a local program/craft advisory committee is to act in an advisory capacity without administrative or supervisory responsibility. Since a local program/craft advisory committee, to be effective, must provide advice in the planning, development and evaluation of vocational programs, the activities outlined below are not to be considered all inclusive of the activities said committee may perform to assist the vocational educator and/or local eligible recipient.
- (f) Specific activities in which the program/craft advisory committee can be involved are to:
 - (1) Advise on current job needs;
 - (2) Evaluate the relevance of programs being offered by the eligible recipient in meeting current job needs in the occupational area for which the advisory committee was organized.
 - (3) Recommend program startup, continuance, discontinuance and enrollment level, that generally conforms with statewide job opportunities forecasts, unless available data indicates a variance is called for due to changes in the economy. For example, the committee can assist the vocational educator to: make community surveys; determine and verify need for training; review past accomplishments and forecast trends; counsel and guide students in relation to the world of work; provide accurate occupational information.
 - (4) Make recommendations that will assure the curriculum content is consistent with current skills and knowledge of the occupations. For example, the committee can assist the vocational educator: to evaluate the programs; to plan facilities and establish standards for shop and lab planning; to establish standards for selecting equipment and instructional materials; to recognize new technical developments which require changes in the curriculum; by offering guidance and support in technical matters; to select production work to be used as instructional vehicles for accomplishing course objectives; to determine criteria for evaluating student performance; and to develop cooperative work experience programs for students.
 - (5) Make recommendations to assure that the instructors are experienced and knowledgeable in the occupation. For example, the committee can assist the vocational educator to: encourage teaching of recruits; determine criteria for selecting instructors, recommend and/or recruit qualified instructors.
 - (6) Assist the vocational educator: by providing tangible evidence that industry is supporting the program; by providing financial, legislative and moral support; by interpreting the program to the community, to unions, to employers; by securing donations of equipment and supplies; and by finding placement opportunities for students.
- (g) If a bona fide member of an advisory committee is in disagreement with the decision of the appointing eligible recipients to the

startup, continuance or discontinuance of a program about which s/he has been appointed to give advice, said member may achieve recourse by taking the following action:

- (1) Presenting her/his arguments and evidence to the local administration according to the procedures established by the local agency.
- (2) If satisfactory resolution of the disagreement has not taken place within ten days of the receipt of the communication by the local administration, the complainant may present his/her arguments to the State agency having jurisdiction over the operation of the program, according to procedures established by that agency, with copies to CVE and other affected agencies.
- (3) If satisfactory resolution is again not achieved within twenty days of the receipt of the information by the parent agency, the complainant may present her/his arguments and evidence, orally and in writing, to the Commission.
- (4) The Commission will determine whether a hearing will be held before it, or whether a formal adjudication proceeding is required.

R
EDUCATIONAL TECHNOLOGY CENTER
CENTRAL WASHINGTON UNIVERSITY