Advisory Committee Handbook

UAA Community & Technical College

Building Alaska's Workforce

Executive Summary

The Advisory Committee Handbook provides helpful information you need to know to serve effectively on an advisory committee at the Community & Technical College at the University of Alaska Anchorage.
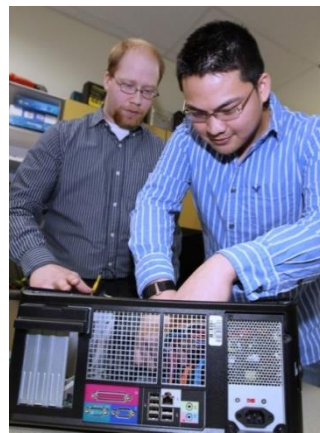
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Welcome to the UAA Community & Technical College

Thank you for agreeing to serve as a member of a program advisory committee at the UAA Community & Technical College. Industry, education, and community partners like you make all the difference in our ability to provide a well-educated and technically competent workforce for Alaska's high-demand career fields. Your membership helps us empower students of all ages and backgrounds to achieve success. Learning and working together, we engage in one of the most exciting adventures of all – helping others find and progress along an education pathway to a bright future for themselves and their families.

As an advisory committee member, you *advise* by helping us ensure that our curriculum meets industry standards and that our classrooms, labs, instructional equipment and materials are of state-of-the-art quality. You *assist* by providing our faculty and students opportunities to share the best in applied learning, hands-on skill development and workplace practices.

Through your industry and community networks, you also *advocate* by helping us promote our programs and services, providing relevant information to those in need of a quality education. As a member of an advisory committee you will learn about the excellent career and technical education and learning services we provide to Alaskans and others. Your time and energy spent on this committee matters to students, to the university, to employers and to the community we serve.

We appreciate your generous donation of time and talent to our programs. Our students, faculty and staff are interested in working with and hearing from you.

Best Regards,

Bonnie Nygard
Interim Dean, UAA Community & Technical College

About the University of Alaska Anchorage

The University of Alaska Anchorage is an intersection for academic exploration, adventure and transformative experiences in and out of the classroom. The state's largest university, UAA's main campus is located in Anchorage with community campuses in the Matanuska-Susitna Valley, Soldotna, Homer, Kodiak and Valdez.

UAA students experience hands-on education through academics, research, leadership opportunities and mentorship with our community partners within the state, across the country and around the globe. UAA's main campus is located in the heart of Alaska's largest city, connecting students, faculty and staff to both the urban and wild—a perfect environment for inspiring learning and adventure.

UAA is an open access university with academic programs leading to occupational endorsements; undergraduate and graduate certificates; and associate, baccalaureate, and graduate degrees in a rich, diverse and inclusive environment. The university offers many career pathways and programs in more than 190 areas of study, ranging from arts and sciences to education and engineering.

UAA is also a leader in workforce development with connections to business, state and community leaders. Anchorage is the state's primary hub for transportation, communications, health care, engineering, trade, service and finance. The university collaborates with community and industry partners to create relevant programs that meet the needs of Alaska's high-demand career fields.

The UAA Community & Technical College (CTC) is one of eight colleges and schools at the University of Alaska Anchorage. UAA is part of the University of Alaska System and, along with the University of Alaska Fairbanks (UAF) and University of Alaska Southeast (UAS), one of its largest educational hubs.

UAA Schools & Colleges

College of Arts & Sciences

College of Business and Public Policy

College of Education

College of Health

Community & Technical College

College of Engineering

Graduate School

University Honors College

About the UAA Community & Technical College

Overview

The Community & Technical College (CTC) is dedicated to academic leadership for the development and delivery of quality career and technical education, community college and continuing education programs.

CTC strives to meet community and industry demand for high-quality degrees, certificates and skills training programs. In keeping with the mission of UAA, CTC has a commitment to program innovation and flexibility that makes high-quality education and training accessible to all who have the ability and interest to pursue higher education for personal enrichment and/or professional advancement.

To accomplish this, CTC delivers the following types of educational programming at seven locations throughout the Anchorage area:

- Career and technical education for both degree-seeking and nondegree-seeking students
- Continuing education noncredit courses for professional development and community interest
- Developmental instruction and academic support services for underprepared, linguistically diverse, or at-risk students
- Dual-enrollment programs leading to postsecondary college and career pathways in partnership with K-12 school districts.

Website: www.uaa.alaska.edu/ctc

Community & Technical College Units

- Air Force ROTC
- Army ROTC
- Aviation Technology Division
- Career & Technical Education Department
- Chugiak-Eagle River Campus
- College & Career Pathways
- College Preparatory & Developmental Studies Department
- Computer Networking & Office Technologies Department
- Construction & Design Technology Division
- Continuing Education Department
- CTC Advising Center
- Culinary Arts, Hospitality, Dietetics & Nutrition Division
- Department of Health, Physical Education & Recreation
- Learning Resources Center
- Military Programs (JBER)
- Transportation & Power Division

Mission, Vision, Values

Mission
The Community & Technical College enhances, promotes and provides quality education and training that is responsive to the needs of lifelong learners in a changing world through leadership collaboration within the community.

Vision
The Community & Technical College is an Alaskan leader in postsecondary career and technical education and service.

Values and Goals
At the Community & Technical College we believe that education is the gateway to opportunities for a better life. The college aims to lead Alaskans and others to successful and satisfying careers through advanced technical education, training and services. CTC faculty, staff, and industry and community partners seek to provide Alaska, the nation and the world with a well-educated and technically competent workforce.

College Core Themes

CTC core themes were identified based on UAA's accreditation core themes. The core themes are aligned with strategic priorities documented in Strategic Plan 2017 and with the statewide University of Alaska Shaping Alaska's Future initiative, underscoring the college's fidelity with goals identified by university leadership.

Core Theme 1: Teaching & Learning*
Priority A. Strengthen the total UAA instructional program: sustain and develop courses and programs to address the opportunities and challenges of Alaskan life; prepare students to think and work in a rapidly changing world; and increase active student participation in research, creative expression, and service learning.

Core Theme 2: Research, Scholarship and Creative Activity
Priority B. Reinforce and rapidly expand UAA's research mission: strengthen capacity for competitive sponsored research, and give special attention to Alaska, the Pacific Rim, and the circumpolar North.

Core Theme 3: Student Success*
Priority C. Expand educational opportunity and increase student success: improve transition to higher education with an emphasis on serving Alaska Natives, other underrepresented populations, and first-generation college students; continue to improve the rates at which students attain their educational goals; and substantially increase the number of our students who achieve the highest academic distinction.

Core Theme 4: UAA Community
Priority D. Strengthen the UAA community: develop campus life and the total college experience; build and maintain our facilities as sustainable models for northern universities; and recruit, retain, and develop the highest quality faculty and staff.

Core Theme 5: Public Square*
Priority E. Expand and enhance the Public Square: expand our commitment to community engagement, become a national model for community partnerships, and make our campuses the venue of choice for Alaskan public life.

*UAA has five core themes. CTC focuses on three that relate to its mission.

Accreditation Core Themes

UAA is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The commission's accreditation standards require institutions to establish accreditation core themes, objectives, and indicators.

Core themes are intended to "individually manifest essential elements of (the) mission and collectively encompass (the) mission."

For each core theme, institutions are required to establish objectives and identify "meaningful, assessable, and verifiable indicators of achievement" to evaluate the accomplishment of the core theme objectives.

About Advisory Committees

Purpose

An advisory committee focuses on the long view and promotes the growth and success of an organization or program, supports continuous quality improvement and expands networks of knowledge and influence essential to navigating opportunities and challenges.

Community & Technical College advisory committees are comprised of individuals selected by a department or program and appointed by the dean to advise, assist and advocate for the program and CTC regarding education needs and activities that help our students succeed.

Members are CTC's partners in progress and help us achieve our strategic goals.

"After identifying a degree in construction management as an industry need, our advisory committee was instrumental in the creation of the Construction Management program. Connection to industry has been vital to the program's success."

-Donn Ketner, Director, Construction & Design Technology Division

Roles and Responsibilities

Advisory committees assist in implementing the philosophy of the institution and developing goals and objectives for program success and sustainability. They ensure that the program offerings meet the needs of the students and community and provide a connection with community groups that share common interest in education and economic development. Advisory committees contribute to the college's long-range program and strategic planning, development and fundraising, curriculum development, and equipment and technology selection.

Collectively, an advisory committee studies issues, advises, assists, advocates and makes recommendations regarding:

- Establishment, operation and evaluation of a program
- Current and forecasted employment needs
- Current/future industry and technological changes
- Relevance of current programs
- Development plans and actions
- Financial and legislative support
- Promotion of programs into the community
- Venues to share student stories
- Networks within and across other industry sectors

"My classes are helping me see all aspects of tourism and hospitality, giving me the bigger picture of everything from behind the scenes to the front of the house. The scholarship is going to help me not have any debt. It's nice to know after college I won't have any loans to worry about."

-Dyan Baguio, Recipient of the Dean Radcliffe Scholarship

Operations

All advisory committees should develop and operate under a set of established bylaws. Samples of committee bylaws are available as a reference point. Bylaw elements should include:

Membership – Made up of individuals with expertise and perspectives from inside and outside the university, employers, and consumers of services, business, and community stakeholders.

Meeting Frequency – College recommends meeting a minimum of two times in an academic year. Some committees may choose to meet more frequently or assign smaller working groups to meet between meetings and to fulfill the annual work plan established by the committee.

Meeting Records – University faculty/staff designee should be appointed to take minutes of the meetings. Minutes should be maintained in the department/division office and the Dean's Office and be distributed to committee and other stakeholders within 30 days of a meeting.

Meeting Agenda – Should include minutes of the most recent committee meeting, standing or subcommittee reports, unfinished and new business.

Committee Size – Generally committees will include eight to fifteen members with five the minimum.

Quorum – Simple majority of members.

Member Attendance – Attendance practice should be established to maintain a viable committee.

Terms of Services – Standard term of service will be two years, beginning July 1, and ending on June 30, of the stated years. Appointments will be staggered with those of other committee members. Rotation of terms for new committee members should be determined. It is recommended members not be appointed for consecutive terms. However, exceptions may be made based on the size and depth of the industry. Appointment decisions reside with the CTC Dean.

Open Meetings – Per University of Alaska Board of Regents policy, at least three (3) days' advance public notice must be given in writing for advisory committee meetings and posted on at least one public campus bulletin board. Generally, advance notice of the meetings will be posted on the UAA website's master calendar by unit staff and meeting minutes posted on a hallway bulletin board by staff, as well.

Activities

An advisory committee **advocates, advises** and **assists** on behalf of improving academic programs. Each committee develops its own program of work based on the needs of the program served. In developing its goals and activities for the year, members of a committee may address some or many of the elements listed below.

Advocate

Promotes CTC programs throughout the community and strives to improve the relationships between CTC educators, business/industry partners, the community and legislators that translate into enhanced resources for the programs.

- **Community Stakeholders:** Shares success stories and promotes programs throughout the community through individual and collaborative presentations to civic and community groups; build support for community and technical education in other sectors of the community (Chamber of Commerce, business groups, United Way and others)
- **Legislative Stakeholders:** Collaborates with department, college and university to set advocacy message to local and state policymakers; communicates with legislators and gathers support for community and technical education needs; provides information on new legislation and education policy
- **University Stakeholders:** Advocates for the program to potential students; communicates with university policymakers on issues of importance to the program

Advise

Advises regarding program development, student outcomes, and industry and labor market needs.

- **Program Enhancements:** Reviews curriculum materials for content that is current and relevant to workforce/community needs and industry standards; identifies "best practice" recommendations for programs; suggests capital improvements, equipment and tools, instructional materials, support services and program offerings
- **Labor Market:** Surveys community needs, identifying labor market trends and personnel demands to share with program
- **Program Planning and Evaluation:** Sets and reviews goals, objectives and outcomes of the program; participates in program evaluation and review committees; responds to requests for student outcomes assessment
- **Advisory Board Self-Evaluation:** Reviews and assesses the work of the advisory committee through advisory committee self-assessment activities

Assist

Helps the instructor(s) and/or administrator carry out specific activities.

- **Career Exploration Activities:** Shares workplace experiences with student by providing tours, field trips, guest speaking, sample kits, and supplies; provides information on jobs, careers and career development
- **Instructional Support Activities:** Identifies/sponsors summer and part-time employment experiences for instructors to expand knowledge and upgrade their skills; provides in-service activities for instructors on current industry practices; loans skilled craftsperson to supplement the instruction program; provides classroom speakers from business, labor and industry
- **Student Engagement Activities:** Recruits quality students to the program; employs students before, during and after completion of their studies; provides/assists in internships; supports alumni development; supports/sponsors student research projects; provides support for student scholarships and student-centered awards for excellence that recognize student work; participates in award ceremonies and other program activities; sponsors students for advanced trainings, conference attendance and membership in professional organizations; sponsors/leads a student organization
- **Resource Development:** Assists with identification of and procurement of funding sources for program development and enhancement; gathers contributions of equipment/supplies for events and awards; secures additional funding and donations for materials and equipment and scholarships; supplies or lends equipment or tools

Member Responsibilities and Opportunities

A successful advisory committee is one that accomplishes its **annual goals** and **objectives**. Therefore, it is essential that individuals accepting committee appointments are willing to attend meetings and actively participate in committee activities. Committee members, by nature of their appointment, have specific responsibilities to perform in their efforts to improve CTC programs. These responsibilities typically include:

- Attending and participating in meetings and activities of the program on a regular basis
- Serving in a leadership capacity
- Suggesting agenda items and development of those items prior to committee meetings
- Assisting in determination of the goals, objectives, agendas, calendar and committee meeting dates
- Becoming familiar with the CTC, UAA, system – organization, governance financing, and how CTC programs fit into Alaska's overall education structure
- Respecting the rights and opinions of fellow committee members, abstaining from participation when a conflict of interest is possible, whether political or personal
- Accepting subcommittee appointments focusing on such activities as curriculum evaluation, equipment/facilities procurement, graduate interviews, and employer follow-up surveys, program marketing, etc.

"I'm fond of advocacy of pay it forward. I feel that serving on the committee as chair gives me an opportunity to feel a part of what's happening with UAA and the Computer Information & Office Systems program."

-Terrie Stark, Chair, Computer Information & Office Systems Advisory Committee

Appendix A – CTC Units

Air Force ROTC – www.uaa.alaska.edu/afrotc
Recruits, educates and commissions officer candidates through college campus programs based on Air Force requirements. Units are located at 145 college and university campuses throughout the United States and Puerto Rico.

Army ROTC – www.uaa.alaska.edu/armyrotc
United States Army's primary officer training program. The University of Alaska Anchorage Army ROTC program is a cooperative effort between the U.S. Army, the Alaska Army National Guard and the University of Alaska Anchorage to educate, train and prepare students to serve as officers in the Army, Army Reserve or Army National Guard.

Aviation Technology Division – www.uaa.alaska.edu/aviation
Enhances, promotes and provides quality aviation education, research and service worldwide. The division supplies graduates for skilled and professional aviation-related positions.

- Air Traffic Control
- Aviation Administration and Management
- Aviation Maintenance Technology
- Professional Piloting

Career & Technical Education Department – www.uaa.alaska.edu/cte
Houses the Bachelor of Science, Technology. This completion program enables students who have earned an associate degree (or a minimum of 45 related technical credits) from a regionally accredited institution to pursue a bachelor's degree.

- Bachelor of Science, Technology (BST)

Chugiak-Eagle River Campus (CERC) – www.uaa.alaska.edu/eagleriver
Provides instruction and related activities to meet the Chugiak and Eagle River community needs for postsecondary courses, workforce development, professional and continuing education, and student support services. CERC offers classes scheduled in a once-a-week meeting format in the evenings and on the weekends to provide educational access for nontraditional, working adults or those who need greater flexibility in an academic schedule.

The campus is home to the **Retail Management Certificate** program.

Appendix A – CTC Units Cont.

College & Career Pathways – www.uaa.alaska.edu/careerpathways
Student-centered framework that partners educators, businesses and the community to provide a cohesive system of learning and mentoring support for students that includes career exploration and work-based experience. Connects high school and college programs through non-duplicative academic or technical course work and prepares students for college enrollment or workforce entry.

College Preparatory & Developmental Studies Department – www.uaa.alaska.edu/cpds
Helps UAA students requiring additional knowledge and skills in English and math to increase academic and critical thinking skills and develop the confidence to pursue their lifelong learning goals. Provides instructional support that helps underprepared students prepare for college-level courses.

Computer Networking & Office Technologies Department – www.uaa.alaska.edu/cnot
Promotes student success and lifelong learning by providing relevant, practical education and skills that prepare students for employment in a wide variety of computer, networking, and office professions.

- Computer Information & Office Systems
- Computer & Networking Technology

Construction & Design Technology Division – www.uaa.alaska.edu/cdt
Prepares students in the Architectural & Engineering Technology program to become skilled workers on architectural and engineering design teams and provides students in the Construction Management program with a broad knowledge of construction processes and techniques.

- Architectural & Engineering Technology
- Construction Management

Continuing Education Department – www.uaa.alaska.edu/continuinged
Provides workforce training, professional development and community education. The department offers high quality, flexible, affordable and accessible training to the workforce industry and community members throughout the region.

Appendix A – CTC Units Cont.

CTC Advising Center – www.uaa.alaska.edu/ctcadvisingcenter
Provides students with the resources, information, support, and skills to navigate the college system while developing educational plans to achieve their career and life goals. The center serves students pursuing CTC certificates, associate degrees, and bachelor's degrees and advises students enrolled in preparatory and developmental courses.

Culinary Arts, Hospitality, Dietetics & Nutrition Division – www.uaa.alaska.edu/culinary
Provide students the opportunity to acquire the culinary skills, management skills and hospitality finesse needed to develop a career in the expanding hospitality and foodservice industry. Trains entry-level registered dietitians and community nutrition and nutrition science professionals

- Culinary Arts
- Hospitality & Restaurant Management
- Dietetics
- Dietetic Internship

Department of Health, Physical Education & Recreation – www.uaa.alaska.edu/hper
Offers courses within the discipline of physical education and related disciplines that provide the foundation for an undergraduate major that prepares students for leadership roles in health and fitness or outdoor recreation as well as minors and occupational endorsement certificates within the discipline.

- Physical Education

Learning Resources Center – www.uaa.alaska.edu/lrc
Learning Commons on UAA's west campus, housing student learning support resources and providing opportunities to all UAA students. In an informal, inclusive environment, members of the campus community and public can study, access open computer labs, collaborate on projects, hold meetings in small-group study areas or get extra help for classes.

Military Programs – www.uaa.alaska.edu/militaryprograms
UAA's Joint Base Elmendorf-Richardson (JBER) extension centers provide educational opportunities to about 1,000 military and civilian students. Classes are designed so that students can fit coursework into their busy schedules through the use of conventional environments, as well as online and other distance delivery systems

Transportation & Power Division – www.uaa.alaska.edu/transportation
Equips students with the knowledge and skills necessary to meet the needs of automotive and heavy duty employers in the industry and prepares students for employment in welding and/or nondestructive examination as entry level technicians.

- Automotive Technology
- Heavy Duty Transportation & Equipment
- Welding & Nondestructive Testing Technology