

## Advisory Committees-Structure

### Description

MATC's occupational programs are advised by external committees made-up of incumbent workers, program graduates and supervisors of employees in the occupation. With MATC faculty and staff serving as resources, the committees are linked to the curriculum development process by providing insight and direction based on professional experiences.

Program advisory committees assist in maintaining programs that are technologically current and responsive to workforce needs. The committees are critical in occupational program development, modification, and discontinuance.

The Curriculum Department manages the collection and reporting of committee membership.

### Organization

There are approximately 97 different occupational and special advisory committees, and each of these committees meet an average of twice each year. Members play an active roll in recommending changes to curriculum, and in updating equipment and techniques used in occupational programs.

Committee membership should involve at least 7 active members, maximum of 14, with a mixed representation of management, labor, a consultant, an MATC graduate, minority and non-minority representatives, and males and females. In addition, a student should also be present at each meeting held. Members volunteer their time to serve on a committee for a term of one to three years, and they may continuously renew their membership for another three-year term.

### Meetings

Committee meetings are open to the general public, and MATC faculty, staff and students are encouraged to attend. If you would like to attend a meeting, review the agendas posted on the official MATC bulletin boards or on the IMATC intranet site (see below). You are encouraged to contact the occupational division's dean's office and inform them of your intent to attend one of their meetings. They can then prepare the meeting room and handouts for the number of persons who will be present.

Meetings may last from one to three hours and may be held either at a member's place of employment or at an MATC campus (Milwaukee, North, South, and West).

To conduct official business at an Advisory Committee meeting, there should be a minimum of two members present. If 50% of the members are not present they should be informed of the events of the meetings via email, or snail mail for their approval on motions, or for any recommendations on their part. Meeting notices are posted a minimum of 48 hours prior to each meeting; if a change occurs and a meeting must be re-scheduled a new agenda will be submitted and re-posted a minimum of 48 hours prior to that meeting.

## Agendas

Instructional divisions are to send electronic files of advisory committee meeting agendas to Curriculum Management. The agenda should include meeting dates, times, and locations to be recorded in the official district database and the quarterly District Board report. All Agendas/Meeting Notices must be received by those on the distribution list **three weeks prior to the meeting**. Send a copy of each agenda to all persons identified on the list provided by Curriculum Management, and to all advisory committee members, and to guests who may attend the meeting.

### Posting Agendas

#### Campus Locations:

Milwaukee-Main — Administrative bulletin board across the hall from the president's office

North-Mequon — Bulletin board across from the bookstore

South-Oak Creek — Main lobby display case

West-West Allis — Display case outside Room 110

Online – [Internal website](#)

## Minutes

Meeting minutes should be prepared and posted as soon as possible after each meeting is held -- within 30 days. Copies of the agenda and minutes templates are available in the [TLC site](#), for your use. Send copies of all materials produced to the persons identified on the list provided by Curriculum Management, and to all advisory committee members (present and absent), and to all guests who attended the meeting. MATC personnel may go to MATC's [TLC site](#) for this same information.

Format to follow for Members Present/Minutes:

- List the name and the employer of each member present and/or not present; the names must match those on the membership list submitted to Curriculum Management as official.
- List the name and the employer of each alternate who attended in place of an excused member; also include the name of the member they subbed for.
- List the name and the company represented of each guest present.
  - *Note: Guests who are, or are not representing absent members do not have voting privileges. Do not include them in the Members Present section.*
- List MATC Representatives and their position titles.
  - *Note: MATC Representatives are not members and do not have voting privileges*
- List students present and identify them as such.
  - *Note: students are not members and do not have voting privileges.*

- Divide the meeting minutes by topical headings, including those identified in the agenda.

### **Adding Members and Updating Membership Lists**

The most important part of adding new members is to make sure they feel included in the vision of MATC and that you make them feel welcome to the school and the committee. Associate Deans or other leads in the program committee should take time to talk to them about their participation and expectations of them as a committee member, provide a tour of the school, discuss the needs of the program. Other groups that have specific connections to advisory committee members such as counselors, advisors, instructional chairs, and administrative staff. For additional guidelines to support industry committee members, go to the Advisory Committee Role-Based Training section of this manual.

#### Adding Members

To add a new member, select this [link](#) to complete the online new member form. Upon completing this form, the divisional Dean and Associate Dean should send the [Welcome Letter](#) to the new member found on the TLC site.

#### Updating Membership Information

Print the roster on the day of the meeting and pass it around the table to the members allowing them to make their changes. Changes can then be mailed to Lucila Rodrigues at [rodril1@matc.edu](mailto:rodril1@matc.edu). Support staff can also email Lucila Rodrigues any changes in the body of the email if they are contacted by one of the members directly, any time of the year.

### **Reports**

Based on the information received from each instructional division's advisory committee, quarterly reports are compiled for the MATC Education, Services, and Institutional Relations (ESIR) Subcommittee of the MATC Board. Information to be reported includes: meeting frequency, membership data, vacancy reports, changes in membership and new committee information. This information is sent to the divisional deans within one week after the end of the quarter. Quarters are determined as follows:

- 1<sup>st</sup> quarters – July – September
- 2<sup>nd</sup> quarter – October – December
- 3<sup>rd</sup> quarter – January – March
- 4<sup>th</sup> quarter – April – June

The Curriculum Department also provides yearly comparison analysis reports to the ESIR during the August meeting.