

Davis Applied Technology College
Employer Advisory Committee Policy
Training Division

Board Approval: 24 April 2008

1. Purpose

- 1.1. Employer Advisory Committees at the Davis Applied Technology College (College) are undertaken in accordance with all institutional and accreditation policies and procedures and are used for program improvement and better alignment with industry need. This document clarifies the roles, responsibilities, and processes of these committees at the College.

2. References

- 2.1. College Employer Advisory Committee Summary Report
- 2.2. Council on Occupational Education Handbook of Accreditation and Self-Study Manual
- 2.3. Utah College of Applied Technology Program/Course Approval and Reporting Policy

3. Definitions

- 3.1. **Council on Occupational Education** – The accrediting agency for the Davis Applied Technology College. As articulated by its membership, the mission of the Council is “assuring quality and integrity in career and technical education.”
- 3.2. **Course** – Specific subject matter comprising all or part of a program for which instruction is offered within a specified time period.
- 3.3. **Credential** – A diploma, certificate, degree or other official acknowledgement that a student has completed a program.
- 3.4. **Employer Advisory Committee Summary Report** – An annual compilation of all program advisory committee evaluations, feedback, response to action items, program commendations, action items, skill, equipment and facility recommendations. The Employer Advisory Committee Summary Report is submitted to the Board annually for review and approval of action items.
- 3.5. **Distance Education Delivery Methods** – Instructional methods in which instruction occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, or computer technologies.
- 3.6. **Distance Education Courses** – Courses utilizing distance education delivery methods.
- 3.7. **Distance Education Programs** – Programs that make available 50% or more of their required instructional hours via distance education.
- 3.8. **Employer Advisory Committee** – A group of at least three persons external to the institution who are knowledgeable of occupational education and employment needs relating to a specific

occupation. Through regularly scheduled (twice annually) and documented meetings, the committee provides consultative assistance to ensure that the program continually strives to meet the occupational education needs of the community.

- 3.9. **Hybrid Programs** – Programs that make available 49% or less of their required instructional hours via distance education.
- 3.10. **Instructional Media** – Any print or non-print learning resources (e.g. books, manuals, periodicals, computer software, films, videotapes, audio tapes, slides, and others) and the equipment and services necessary to use them.
- 3.11. **Instructional Methods** – Methods used by an instructor to enable students to acquire specific knowledge, skills, and attitudes. Examples include, but are not limited to, lectures, questions, discussions, visuals, exercises, summaries, case studies, electronic simulation, demonstrations, practical hands-on exercises, and virtual reality sessions.
- 3.12. **Instructional Supplies** – Items needed for instruction.
- 3.13. **Objectives of an Educational Program** – Statements that specify the knowledge, skills, and attitudes to be acquired by students through planned instructional activities.
- 3.14. **Program** – A combination of courses and related activities (i.e. laboratory activities and/or Work-based Learning) that lead to a credential and are offered to enable students to develop competencies required for a specific occupation.
- 3.15. **Traditional Programs** – Programs that require all coursework to be completed on campus.

4. Policy

- 4.1. The instructor will maintain and annually submit an Industry Contact Record documenting all industry contact.
- 4.2. Employer advisory committees with a minimum of ten members will exist for each Council on Occupational Education approved program to ensure desirable, relevant, and current practices of each occupation are being taught
- 4.3. Employer advisory committee members will be employed in a non-educational occupation What related to the program(s) they represent in the geographic service area covered by the program. Current students, academic partners, or professionals who work outside of the program area will not be considered official members of the advisory committee but may attend employer advisory committee meetings.
- 4.4. Term of membership will be one year. Committee membership may be renewed if the following requirements are met:
 - 4.4.1. The committee member has attended at least one meeting during their term of service.
 - 4.4.2. The committee member is an active participant during meetings and has helped the program improve during their term of service.

- 4.5. The instructor will provide employer advisory committee membership and contact information annually.
- 4.6. Employer advisory committees will meet at least twice annually and instructors will ensure at least five advisory committee members attend these meetings.
- 4.7. The College will keep Employer advisory committee minutes that document advisory member evaluation of:
 - 4.7.1. Delivery mode/type of instruction (such as lecture, laboratory, work-based learning)
 - 4.7.2. Admission requirements
 - 4.7.3. Program and course objectives, curriculum, content, and length
 - 4.7.4. Classroom, lab, or shop facilities and learning environment
 - 4.7.5. Instructional materials and equipment
 - 4.7.6. Method of assessment
 - 4.7.7. Level of skills and/or proficiency required for completion
 - 4.7.8. Method of evaluation
 - 4.7.9. Employment outlook
 - 4.7.10. Program enrollment, completion, and placement
- 4.8. If one advisory committee represents multiple programs, meeting minutes will reflect evaluation and discussion of each individual program.
- 4.9. Each year at least three advisory committee members will complete an Employer Verification Form for each approved program to evaluate the length and the tuition of each program in relation to the documented entry-level earnings of completers.
- 4.10. Each year an Employer Advisory Committee Summary will be submitted to the Board of Directors for review and approval of action items for each program.
- 4.11. If the program is accredited through another agency, the committee must consist of twice the number of members and/or type of members required by their accrediting body. Additional employer advisory committee and meeting requirements may be implemented to ensure the program remains in compliance.