Occupational Advisory Committees
Moving from compliance to operational excellence

Annual Conference
November 2021

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Having a More-Than-The-Minimum Mentality
Who Can Benefit from this Session?

INSTITUTIONS CREATING OCCUPATIONAL ADVISORY COMMITTEES (OACS)

INSTITUTIONS RE-IMAGINING THEIR EXISTING OACS

EVALUATORS (VISITING TEAM MEMBERS AND LEADERS)

Session Goals

• Council Perspective
  • Purpose
  • Definitions
  • Requirements

• Institutional Perspective
  • Qualifications/Characteristics of a Good OAC Member
  • How to Educate OAC Members
  • How to Value Members While Promoting “Buy-in” from Faculty and Potential Committee Members
  • Five Common Mistakes When Choosing Board Members

• Accreditation, Unannounced and Substantive Change Visiting Teams Perspective
  • Provide Assistance to Schools Navigating OAC Creation and Maintenance
  • Assist Team Members to Better Evaluate OACs
An Advisory Board is composed of people with a genuine interest in your work and a desire to see it do well. Your Advisory Board members serve as a sounding board, offering ideas and expertise and giving you honest advice. More than anything else, [they] will be on your side. They will be people with no axe to grind who want to listen to you and advise you. Above all, they’ll want to contribute to your program’s well-being.

-Susan Ward, “Your Guide to Small Business: Canada” Courtesy of South Central Career Center, West, Plains, MO

Purposes of an OAC as defined by COE

- PRIMARY PURPOSE: ENSURE THAT DESIRABLE, RELEVANT, AND CURRENT PRACTICES FOR EACH OCCUPATION ARE BEING TAUGHT.
- PROMOTE REGULAR, CONSISTENT COMMUNICATION BETWEEN PROGRAM FACULTY, BUSINESS AND INDUSTRY PROFESSIONALS.
- OACS MAY ALSO PERFORM THE FUNCTIONS OF THE INSTITUTIONAL ADVISORY COMMITTEE IF ONE ONLY OCCUPATIONAL ADVISORY COMMITTEE IS REQUIRED FOR THE INSTITUTION.
Provide Invaluable Input for the Institution:

- Provide feedback on expectations of new hires/graduates (skills, activities and behaviors)
- Evaluate relevancy of curriculum and instruction
- Identify current curricula methodologies and leading-edge industry/business technologies
- Consider if curriculum addresses career desires of students
- Help ensure institution is continually fulfilling its mission

Can be among the potential employers who complete the COE Employer Verification Form

Serve as contacts for faculty who must maintain liaison with employers in the technical field through annual visitations and personal contact (Standard 8)

May be the benefactors (or the connections to one) who donate equipment and/or supplies

May serve on more than one OAC, as long as potential member meets COE qualification requirements
Important Facts about OACs

• #1 Finding of Non-Compliance
  • Multi-part criteria
• Held TWICE per year with no fewer than three months between meetings
• ONE committee PER program


Occupational Advisory Committees

This alert addresses a continued accommodation for all institutions concerned with conducting occupational advisory committee meetings during this continued COVID-19 Federal Emergency period.

Standard 2 – Educational Programs: C. Instruction. Criteria 11 and 12 (Handbook of Accreditation: 2020 Edition) require that occupational advisory committees meet twice each year for each program and that in person attendance is required for at least some of the committee members. Early last year, the Commission made an accommodation because of the COVID-19 emergency and allowed institutions to conduct ONE instead of TWO meetings, and allowed the one meeting to be conducted in virtual online video format.

Recently, the Commission approved another accommodation related to these requirements for the calendar year 2021. The Commission will require two meetings be conducted for each program as the criterion requires, but both meetings may be conducted in virtual/videol format. That is, no in-person attendance is required for occupational advisory committee meetings for the 2021 calendar year.
Standard 2
Postsecondary Educational Programs
has been revised to reflect the following:

A. Program Alignment and Administration
B. Occupational Advisory Committee Activities
C. Instructional Activities
D. Coursework Delivered via Distance Education
E. Work-Based Activities

Occupational Advisory committees in 2021 now have the responsibility to review each educational program annually and make recommendations for the following (Standard 2 B. Occupational Advisory Committee Activities Criteria 10-22):

- Admission requirements
- Program content that is consistent with current industry practices and desired student learning outcomes
- Program length
- Program objectives
- Competency tests
- Learning activities
- Instructional materials
- Equipment
- Methods of program evaluation
- Level of skills and/or proficiency required for completion
- Workplace ethics
- Appropriate delivery methods for the subject matter being taught
The Occupational Advisory Meeting agendas and minutes must reflect the EVF requirements.

Handouts used during the meeting must be included in the documentation as proof that the criteria requirements were reviewed, and the committee made recommendations accordingly.

(Standard 2 B. Occupational Advisory Committee Activities Criteria 10-22)

The Employer Verification form cannot be used as the proof for Standard 2 B. Occupational Advisory Committee Activities Criteria 10-22.

- Documents gathered to write the Report should become the exhibits reviewed by the visiting team.
- The following documentation must be kept on file from one accreditation team visit until the next. All documents will be prepared as exhibits.
  - Institutional Advisory Agendas and Minutes
  - Occupational Advisory Agendas and Minutes

***Standard 2- 2021 revision applies here***
  - Strategic Plan and All Other Plans
  - Refunds
  - Grievances
  - Default Management Plans
  - Financial Reports

- A record or copy of all promotional and advertising material must be kept on file for 3 years.
- For all other types of documentation not listed above, the institution should provide one year of documentation in their exhibit materials. It is at the team’s discretion to ask for additional documentation.

C19 Alert
Standard 2 OAC
THE WHO: Membership Matters

Qualified Occupational Advisory Committee

- Individuals represent the geographical service area covered by the programs taught by the institution
- At least 3 external members who have expertise in the occupational program
- Individuals represent each geographical service area covered by the program at each meeting (main campus and each branch campus)

THE WHO: Membership Matters

External Members – Industry experts (independent of the school) who provide substantive input relative to the program as a whole

There is no maximum number of OAC members (external or internal) allowed on an OAC
OACs must meet ALL minimum requirements for membership (The “Who”):
• At least three (3) external members
• Expertise in the program; and,
• From the representative geographical service area

Otherwise, NEITHER the committee NOR the meetings are valid

REMEMBER:
Invalid Committee = Invalid Meetings

The Fix: Replace all ineligible members and recreate an OAC comprised of individuals

Brain Break!
THE HOW:
How to Have an OAC Meeting

1. Meet at least twice annually

2. Have at least three (3) external members who meet “The Who” criteria present at each meeting [with at least two (2) members physically present and one (1) virtually present]

3. Keep minutes to document meeting activities, recommendations and attendance

Nuts and Bolts

Provide a substantive, organized agenda for the meeting

Ensure that there is a detailed list of all board members, listing title, work affiliation and contact information

Sign-in sheets are not required, but may be useful

Consider dividing OAC workload into two meetings. Not all duties must be accomplished in one sitting.
IMPORTANT!

REMEMBER:

You can have a valid OAC (Who)

But have an invalid OAC Meeting (How)

The Fix: Ensure that the required members are present for the meeting and engaging in the required activities.

Additional Ways to be Disqualified from Serving on an OAC?

• Individual owns the business that can potentially hire graduates, but owner does not possess expertise and experience in the program and/or does not meet all requirements for OAC membership

• Individual has a conflict of interest with the institution

• Having more than one OAC member from the same business/company
Hints for Creating and Maintaining a Successful, Active Advisory Committee

First, What Not to Do:

• Waste OAC members time

• Overwhelm OAC members with too much information

• Allow anyone to offer a complaint without a potential (workable) solution

• Continue to do something solely because “It’s how we’ve always done it.”

• Change for the sake of change

---Courtesy of South Central Career Center, West, Plains, MO

More Hints

Lay the Groundwork for Faculty:

Institutional leaders should prepare faculty members by explaining the importance of and protocols involved in OAC meetings (e.g., create a formal presentation)

• Keep the purpose in mind
• Discuss expectations for members
• Keep OAC members informed
• “Excuse” board members, if necessary
• Leverage the network

---Courtesy of South Central Career Center, West, Plains, MO
### Hints....

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<thead>
<tr>
<th>How to Get Feedback on <strong>WHAT</strong> You Are Teaching</th>
<th>How to Get Feedback on <strong>HOW</strong> You Are Teaching</th>
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<td>• Supplies</td>
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<td>• Scope and Sequence</td>
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<td>• PowerPoints/Presentation</td>
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*Courtesy of South Central Career Center, West, Plains, MO*

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**Behavioral Health Symposium**
Web Event Recordings — Mountain Desert Career Pathways (mdcareerpathways.com)

Hints (Continued)....

Recruiting OAC Members

• Current OAC Member Recommendation

• Chamber of Commerce Directory

• Professional Organizations (local unions, etc.)

• Google Search

• Vendor Recommendations

---Courtesy of South Central Career Center, West, Plains, MO
Hints (Continued)....

Retaining Good OAC Members

• Ensure that content and meetings are relevant

• Hold meetings at a time that works for a majority of your members (poll them by email, if necessary)

• Create a time to discuss using their feedback from the last meeting.

• If meeting time is during a regular meal time, feed them (or perhaps provide snacks when it’s not).

---Courtesy of South Central Career Center, West, Plains, MO

Look Away

20-20-20
Every 20 minutes, look 20 feet away from screen for 20 seconds
Edit the text with your own short phrases. The animation is already done for you; just copy and paste the slide into your existing presentation.

It is never too late to innovate!
Thank you!

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