



Delta College

Advisory Committee Handbook



DELTA COLLEGE MISSION AND PURPOSE

A. Mission

Delta College is a responsive, dynamic community college. We educate, inspire, challenge and support a diverse community of learners to achieve academic, professional and personal excellence.

B. Vision

Delta College is a diverse learning-centered community based on integrity and respect. From a foundation of leadership, we use innovation and teamwork to achieve excellence.

DIVERSITY:

We actively promote, advocate, respect and value differences. We foster a welcoming environment of openness and appreciation for all.

INTEGRITY:

We are committed to honesty, ethical conduct, and responsibility.

RESPECT:

We stand for trust, caring, loyalty and academic freedom.

EXCELLENCE:

We support outstanding achievement in our students, employees, and communities. We have a passion for quality and strive for continuous improvement.

LEADERSHIP:

We create and communicate inspirational visions for results. We are accountable to our communities.

INNOVATION:

We rejoice in creative change. We are flexible, agile, and risk-taking.

TEAMWORK:

We foster communication and collaboration across boundaries, and support shared governance.

LEARNING-CENTERED COMMUNITY:

We are an engaging, inclusive, diverse learning organization. We focus on academic excellence, civic responsibility and community leadership.

C. The advisory committee plays an important role in supporting Delta College's mission and vision by advising the College on current professional trends. The primary purpose of the Advisory Committee is to provide the college administration input and feedback.

Responsibility for decision and action remains with the Board of Trustees, President of the College, and with the staff to whom responsibility for administration has been delegated.

PHILOSOPHY

Delta College believes that professionals and students, in cooperation with college personnel, provide valid input and feedback regarding objectives and planning for future programming. Advisory Committees are sources of knowledge and experience supplementing other sources of information.

REQUIREMENTS

Michigan Department of Career Development federal funding legislation requires educational agencies to establish occupational program Advisory Committees. Local Advisory Committees should be composed of diverse representatives of the general public.

MEMBERSHIP

A. Qualifications.

Selection of members is based on their competence as skilled professionals

B. Representation.

Members are selected based on:

1. Location – Bay, Midland, and Saginaw Counties, but membership is not limited to the Tri-Counties
2. Various levels of business, industry, and labor
3. Intermediate Skill District /Employment Service Agency / Career Centers or other secondary education professionals
4. Current student(s)
5. Recent graduate(s) of the program
6. Governmental representation when applicable
7. Local or state professional organization members
8. Transfer college/university

Community representation of the Advisory committee should include sixteen members.

The Delta staff should include:

- Dean of Career Education and Learning Partnerships
- Division chairperson
- Program coordinator
- Full time faculty representative(s) of the program (adjunct faculty may also be invited)
- Counselor representing the students
- Director of Strategic Partnerships
- Lifelong Learning Program Development & Marketing Manager

C. Term

Membership on the Advisory Committee is initiated through the Dean of Career Education and Learning Partnerships and officially appointed by the college president. Terms of membership shall be for two-year periods.

The college may extend an invitation to stay on an Advisory Committee beyond the initial two-year term. Members may resign prior to the end of their designated term by forwarding a letter of resignation to the Delta College Career Education and Learning Partnerships Office.

D. Meeting Facilitator

Each Advisory Committee meeting will be facilitated by the Dean of Career Education and Learning Partnerships, the program coordinator and/or the community co-chair. The Dean of Career Education and Learning Partnerships will facilitate orientation on the new process as needed.

STEPS IN THE SELECTION PROCESS

- Any advisory committee member may nominate candidates for membership.
- Coordinators have the option of inviting guests to attend a meeting before committing to membership.
- Nominated candidates must be approved by the Division Chair.
- Approved candidates will be contacted by the program coordinator who will explain the advisory committee responsibilities.
- The program coordinator will receive a verbal commitment from the candidate to serve.
- New members will be sent a welcome packet from Delta College's president and the office of Career Education and Learning Partnerships.

RESPONSIBILITIES OF THE ADVISORY COMMITTEE

A. Delta College program and the related business/industry liaison

Serves as a link with the community by interpreting these programs to business/industry and the community. The public's understanding of the occupational education programs at Delta College depends directly on the information emanating from Delta.

B. Knowledge and skills necessary for entry-level employment

Reviews the occupational education program at least once a year. Program outcomes and program assessments will be presented to the advisory committee. The committee will review assessment reports and make recommendations regarding the updating of program outcomes if and when needed.

C. Employment outlook.

Will review employment information and make suggestions regarding program changes.

D. Communication

A key responsibility is continuous communication with Delta College staff.

E. Equipment and facilities.

Help plan and obtain equipment and facilities.

F. Community resources.

Identify resources and provide guidance

1. Off-campus sites

Assist in coordinating arrangements between business or industry and Delta College to provide learning experiences for students.

2. Field trips

Help arrange a wide variety of field trips for students and instructors.

Such trips are valuable in giving students an opportunity to observe the environment in which they may work.

3. Speakers.

Suggest speakers for various classes and meetings.

RESPONSIBILITIES OF DELTA COLLEGE

A. Materials Provided

1. Handbook
2. Membership list, curriculum program/guide sheet and program outcomes

B. Meeting(s): Schedule a minimum of one annual meeting at either Delta College or a location recommended by Advisory Committee members.

C. The College will: prepare and distribute schedules, membership lists, agendas and minutes.

RESPONSIBILITIES OF ADVISORY COMMITTEE MEMBERS

A. Community member participates by

1. RSVP
2. Suggest additions to the agenda, before and during meetings.
3. Attend meetings
4. Actively participate

B. Dean of Career Education and Learning Partnerships/ Division Chair/Program Coordinator participates by:

1. Assist in preparing agenda
2. Follow through with action items prior to the next meeting
3. Secure current students for membership
4. Attend Advisory Committee meetings

Office of Career Education and Learning Partnerships

989-686-9558

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