



ADVISORY COMMITTEE HANDBOOK

OCCUPATIONAL EDUCATION-WORKFORCE DEVELOPMENT

KELLOGG COMMUNITY COLLEGE



College Mission

“We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.”

Occupational Programs

KCC offers 60 occupational degree and certificate programs. These programs are maintained within the College’s administrative division of Workforce Development with the exception of programs in Early Childhood Education, Photography and Multimedia, and Human Services. These three programs reside within the administrative division of Arts and Sciences although are held to the same standards for occupational programs as all others offered by the College.

KCC occupational programs qualify for funding through the Federal Carl D. Perkins Career and Technical Education Act and are accountable to the core performance indicators set forth by the federal government. When applicable, programs are held to the accountability measures imposed by programmatic accreditation bodies as well. In addition, all occupational programs must meet the academic rigor requirements determined by the College’s Academic Cabinet charged with assuring quality of curriculum.





Message from the President

At Kellogg Community College, we recognize that in order for our career and occupational programs to be successful, it's essential that we collaborate with employers and labor in our Barry, Branch, and Calhoun County service area. This is why KCC believes that program advisory committees are an integral part of our curriculum development process.

The purpose of our advisory committees is to provide useful, employer based information to the faculty and administration of KCC in regards to the skills and competencies students need in the workplace, as well as advice on the latest technological advancements and emerging processes and procedure improvements. By doing so, our curriculums may be modified and student learning becomes aligned with the needs of employers.

Advisory committee members are chosen for their field expertise, ability to employ program graduates, and desire to engage in activities which promote the curriculum such as serving as mentors or hosting career fairs.

This handbook is designed to help you as an advisory committee member, to understand what an advisory committee is and how you can help shape the workforce of our area. The college and more importantly, our students are grateful for your commitment and time dedicated to this endeavor.

Dr. Paul Watson II
President



Our Commitment

Kellogg Community College is committed to excellence in our occupational programs providing rich learning experiences that lead to industry recognized certifications and credentials. KCC is also the source for continuing education throughout one's work life offering the latest in skill and knowledge development to ensure a highly skilled workforce in a competitive global economy.

We strongly believe in partnerships as a means of providing students a career pathway from the k12 school system, through our KCC degree and certificate offerings and into viable employment. As such, we embrace our relationship with employers, the k12 system and with the universities for those students who choose to pursue a more advanced degree as part of their career path.

KCC recognizes the critical impact that a robust and active advisory committee can make in preparing students for the contemporary workforce. Each occupational program hosts an advisory committee that serves to inform program administrators and faculty ensuring KCC's programs maintain the level of quality coveted by both students and employers. KCC values the expert advice and contributions that individual committee members make with regard to curriculum, equipment/technology, internships/apprenticeships and ultimately, job opportunities.

KCC is committed to listening and accepting recommendations and requests on advisement from program advisory committees. These recommendations and requests are then aligned with the College's strategic plan, available funding, and additional data or research to make decisions in the best interest of our students, employers and the community we serve.



Your Commitment

You were identified to serve on a KCC advisory committee because of your deep knowledge and influence as an employer, or your current and relevant expertise within a given occupation, or perhaps because you offer a unique and contemporary perspective that adds value to the committee. Whatever the reason, we appreciate the commitment you're making to the students, to the College, and to the future workforce!

Advisory committees meet 1 to 2 times a year, typically in the fall and/or spring semesters. Occasionally it is necessary to meet more often or identify sub-committees to work on a specific topic such as a curriculum revision or preparation for re-accreditation and the subsequent site visit. Recognizing the value of your time, meetings are limited to 1 hour or 1 ½ hours if a meal is served.

Advisory committee service at KCC does not have a term. However, if at any time you feel a need to resign your position because of your inability to participate, please contact the department administrator or program leader and let them know. In turn, if we need to make room on the committee for new members, we may politely excuse you from your position. Either way, we appreciate your service during your time on the committee!

Advisory committee effectiveness depends heavily on your efforts in concert with other members. We rely on you to inform us of the knowledge, skills, and professional standards required of your particular company or organization. We invite you to be a "voice" to our program and encourage you make your voice heard. Your participation is critical to the College's ability to carry out our mission of and we thank you for your time and efforts!





Why would I want to be on an advisory committee?

The value of serving on a program advisory committee varies among individuals. A few of the common intrinsic and extrinsic values our committee members share are as follows:

- A sense of personal satisfaction in contributing to the educational process in developing the future professionals in your chosen career
- A resource for recruiting quality applicants for your company or organization
- An opportunity to network and learn about professional trends and opportunities of other companies and organizations
- An opportunity to provide a work based learning experience for students that allows you to share your expertise directly with students at your company or organization
- The ability to influence good stewardship of public tax dollars
- The opportunity to be part of something bigger in shaping a robust workforce which in turn, impacts the local community as well as the State of Michigan by improving the standard of living and quality of life for families and individuals.
- Recognition by colleagues, friends, and family for making a difference, and being an advisor to Kellogg Community College



What might I be asked to do?

Your participation is very important to informing the future of KCC's occupational programs and to supporting the professional development of students to meet employer and labor market needs. Here are a few examples how you may participate in your role as an advisory committee member:

- Promote the KCC occupational program and/or occupational education within your company or organization and within the community as a whole
- Help determine the program's mission, vision, goals and benchmarks
- Provide insight to faculty and program administrators of emerging trends in the occupational field
- Provide direction for curriculum development, delivery, and assessment
- Provide advice on appropriate instructional equipment and/or tools needed to enhance student learning
- Provide guidance and perhaps opportunity for appropriate learning activities, including capstone projects and/or work-based learning experiences
- Participate in student learning or program-related activities
- Serve on a sub-committee for a special project such as curriculum revision or re-accreditation preparation
- Serve as a chair, co-chair or facilitator of the committee, or a sub-committee
- Complete surveys intended to gather data to support program improvements
- Review and advise on program outcomes with regard to recruitment, enrollment, completion, certification/licensure, and job placement
- Meet with accreditation officials during a re-accreditation process, or provide letters of support as part of an application in pursuit of grant dollars

The Meeting Agenda

The agenda is prepared by the department administrator and/or program leader in concert with the committee chair/facilitator, and following the required outline. The agenda, list of committee members including their organization and contact information, as well as a report inclusive of the programs vision, goals, outcome measures and other relevant information will be distributed to committee members via email for review in advance of the meeting.

The Meeting

Advisory committee meetings are limited to 1 - 1 ½ hours and are typically held on the College's main campus on the fringe of downtown Battle Creek, or at the Regional Manufacturing Technology Center (RMTC) in Fort Custer Industrial Park. When determining the time and location of the meeting, the department administrator, program leader and committee chair consider factors that encourage the greatest attendance. The meeting is facilitated by the committee chair. Ideally, the chair is not an employee of the college and serves in the role 1-2 academic years. Co-chairs also provide appropriate leadership and facilitation with one employee and one committee member partnering for this role.

The purpose of the meeting is to glean information from the advisory committee members therefore the chair/facilitator(s) will strive for open discussion and input from all committee members.

When decisions or recommendations are in order, an attempt for consensus will be made. If the committee chair/facilitator(s) so determine, Roberts Rules of Order may be followed.

The department administrator and/or program leader will support the chair/facilitator(s) in preparation of and during the meeting. They will also be prepared to facilitate the meeting in the chair/facilitator(s) unanticipated absence.



Minutes

Minutes will be taken at all meetings by a non-member scribe documenting all suggestions, recommendations, and decisions of the committee. Name of members in attendance as well as those absent will also be noted.

Minutes will be distributed via email within 10 business days by the department administrator or program leaders to:

- All committee members including those who were absent
- All faculty teaching in the program
- The Dean of Workforce Development
- The Secretary to the Dean of Workforce Development
- Posted on KCC internal share drive and may be posted on the program website





Membership

Advisory committee members representing business and industry are recruited from the College's service area including Barry, Branch and Calhoun counties and when appropriate, beyond the service area.

Members are selected based on:

- Deep knowledge of the skillset and professional characteristics required for successful employment in the occupation
- Authority to hire graduates in the occupation
- Current and relevant occupational experience and expertise as a worker in the occupation
- A sincere interest in influencing occupational education and training to ensure a skilled workforce
- Authority to offer work-based learning experiences
- A sense of commitment and dependability
- Willingness to communicate and be a "voice," contributing to the program as a representative of employers
- Ability to forecast occupational trends that may impact the program
- An understanding of community, regional and state economic and educational climates

In addition to representatives from business and industry, other members are recruited to include:

- K12 representatives
- Student representatives
- University representatives
- Community organization representatives

Orientation of new members

New members will be contacted by the department administrator or program leader to provide an orientation prior to their first meeting. The orientation will include a description of the role of an advisory committee member, an overview of the program, and a list of names, titles, organizations and contact numbers of other members.

What does an advisory committee look like?

The number of members will vary with each committee but most consist of about 15-20 members. College department administrators and program leaders strive to shape the membership to be reflective of the community with regard to gender, age, race, and ethnicity. Members are recruited across the College's tri-county service area, and when applicable, across multiple business sectors. Attention is also given to recruiting members that represent both large and small organizations, as well as for-profit and non-profit organizations.

Minimum membership requirements include:

- 6 employers who have authority to make hiring decisions
- 1-2 workers in the occupation that have current and relevant experience and expertise
- 1-2 current students
- 1-2 recent graduates having completed a degree or certificate of completion within 2 years
- 1-2 representation from K12 school systems for career pathway dual-enrollment and articulation
- 1-2 representation from universities for career pathway articulation, 2+2, and 3+1 programs
- 1-2 full-time College faculty teaching in the program
- College program coordinator
- College department director
- College division dean

Other members may include:

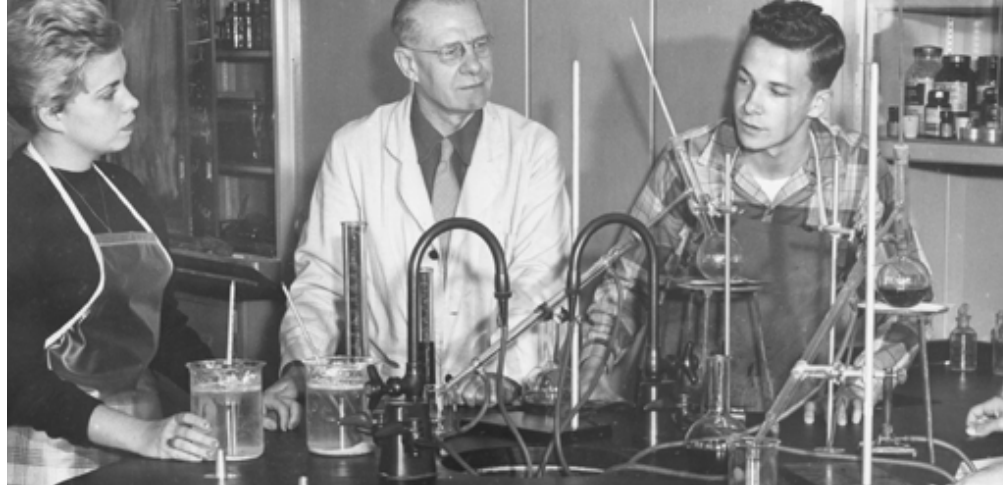
- Adjunct instructor, clinical instructor/preceptor
- College academic advisor
- Human Resource representatives
- Community members
- Donors



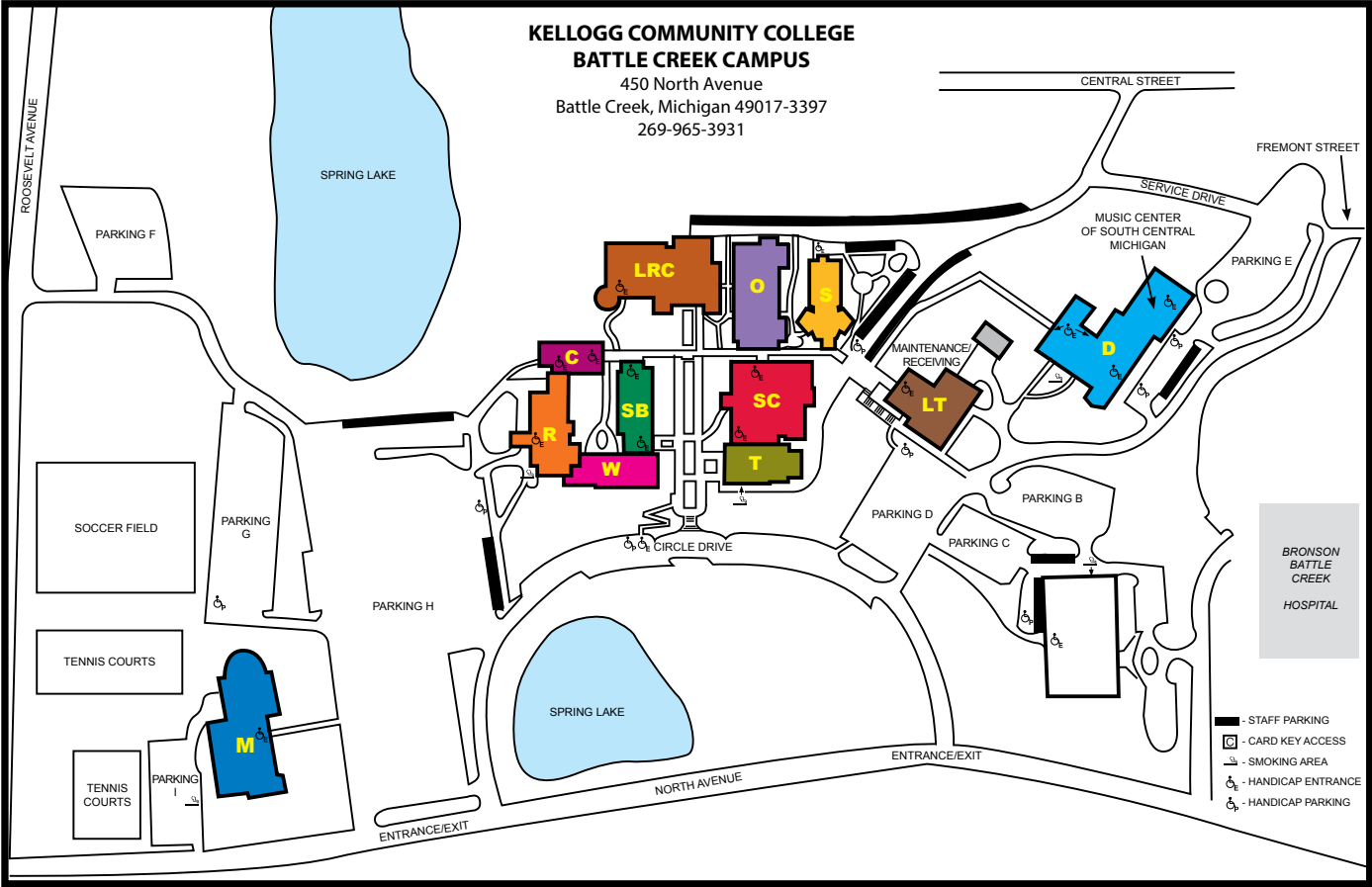
History of Kellogg Community College

Discussions about creating a college in Battle Creek started not long after the former Battle Creek College closed its doors in 1938. In the early 1950s, as Battle Creek experienced a postwar economic boom along with the rest of the country, talk of a home-grown college in the Cereal City evolved into real plans. Local leaders investigated the idea and brought a proposal to the Battle Creek School Board, which voted unanimously on April 16, 1956, to establish a community college and offer classes the following September. From its beginning in a Civil War-era military building, the institution that became Kellogg Community College grew into a proud, successful and autonomous institution which today plays a central role in higher education and workforce development across south central Michigan. KCC educates and serves approximately 14,500 students annually on five campuses and provides specialized training for businesses across the region.





KCC Campus Map and Key



C C Classroom Building

D Davidson Visual & Performing Arts Center

LRC Morris Learning Resource Center

LT Lane-Thomas Building

MC Mawby Center

M Miller Physical Education Building

O Ohm Information Technology Center

R Roll Health & Administration Building

SB Severin Building

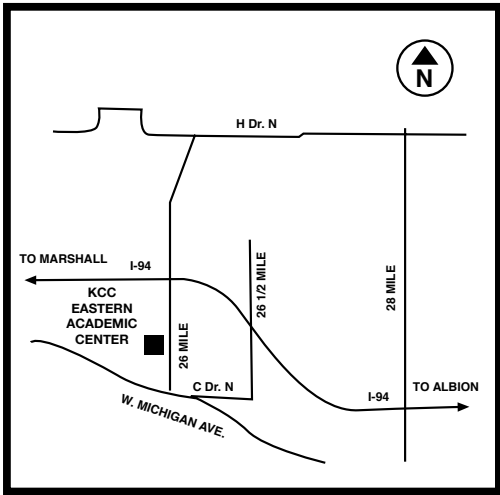
SC Student Center

S Schwarz Science Building

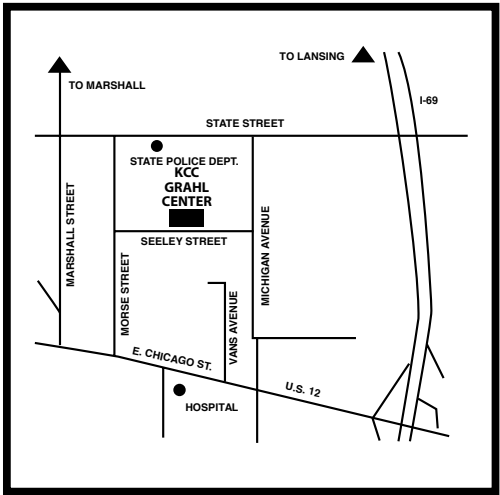
T Binda Performing Arts Center

W Whitmore Building

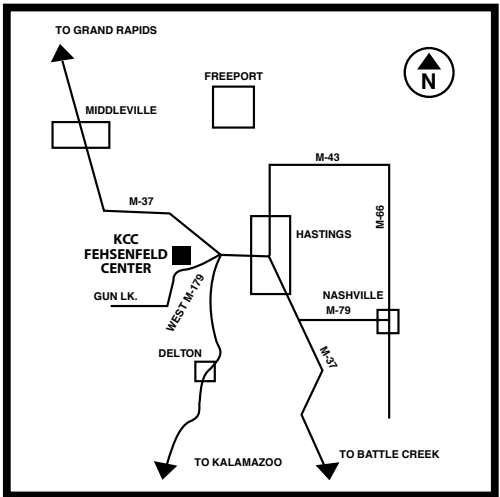
KCC Regional Centers



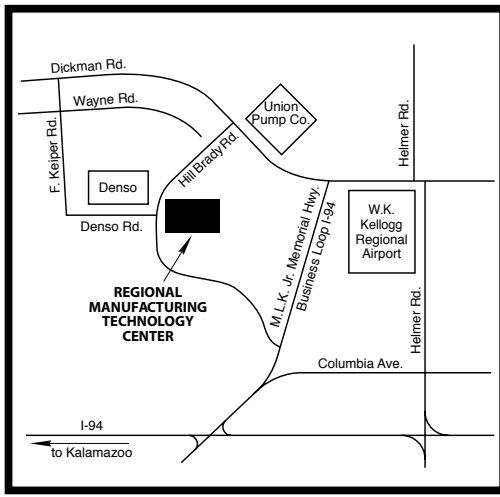
Eastern Academic Center
14055 26 Mile Road
Albion, MI 49224
517-630-8169



Grahl Center
125 Seeley Street
Coldwater, MI 49036
517-278-3300



Fehsenfeld Center
2950 West M-179 Highway
Hastings, MI 49058
269-948-9500



Regional Manufacturing Technology Center
405 Hill Brady Road
Battle Creek, MI 49037
269-965-4137

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