Northwood Technical College

Advisory Committee Guidebook

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As the workplace evolves, Northwood Tech is committed to changing along with it. The college networks with many employers in advisory committees throughout the 11-county district. These meetings between the faculty and business leaders ensure that students learn skills that will be in high demand when they graduate.

Thank you for taking part in a growing tradition of excellence in technical education. By contributing your knowledge and expertise at our advisory committee meetings, you can help provide a quality workforce for employers throughout northwest Wisconsin.

About Northwood Tech

Northwood Technical College District is one of 16 technical college districts in Wisconsin. Students may earn Associate Degrees or Technical Diplomas, participate in special technical and apprenticeship programs, or participate in a variety of specialized educational services. Northwood Tech is a "Partner in Progress" with business and industry in promoting economic development in the 11 counties of Northwest Wisconsin in the Northwood Tech district.

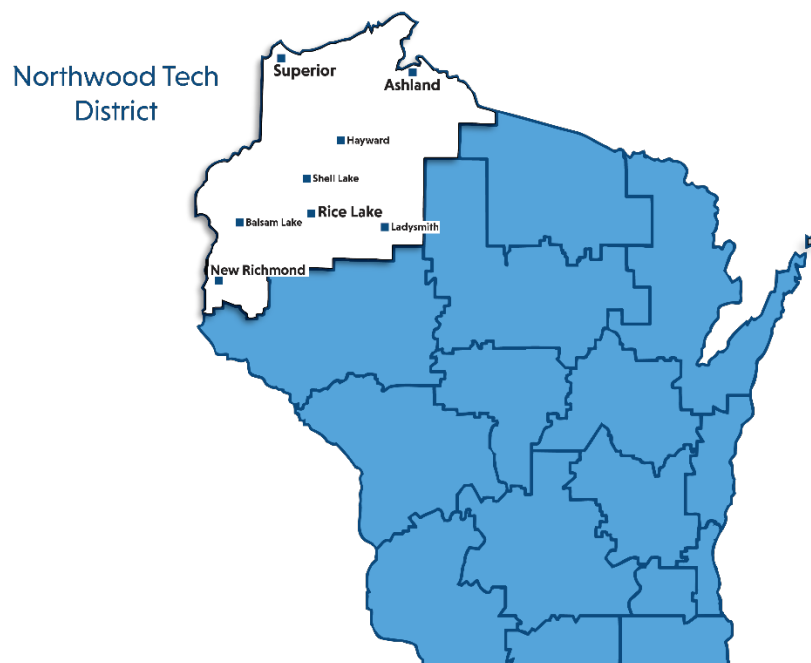### The Northwood Tech Mission Statement

Learning First: Learning is our passion. As Northwest Wisconsin's leader in technical education, Northwood Tech creates dynamic opportunities for career preparation and personal growth. We are committed to making each and every experience with us meaningful and professional.

Accreditation

Northwood Tech, a technical college in the Wisconsin Technical College System, is accredited by and is a member of the Higher Learning Commission.

The Northwood Tech Foundation

The Foundation provides funding for scholarships, grants, staff development, equipment, facilities and other educational needs determined by its board of directors.

Northwood Tech District

Superior
Ashland
Hayward
Shell Lake
Rice Lake
Balsam Lake
Ladysmith
New Richmond

Background

Continuing a tradition which began over 100 years ago, Wisconsin technical colleges offer the citizens of Wisconsin an opportunity to expand their skills and knowledge, find and keep good jobs and advance in their chosen careers. It is essential that occupational, technical and adult education relate to the immediate and long-range needs of the community it serves, especially in the areas of business and industry.

To respond to these needs, the 1973 Wisconsin Statutes authorized technical college district boards to establish advisory committees representing all occupational programs offered in their districts.

Currently, Northwood Technical College works with approximately 70 advisory committees representing all associate degrees, one- and two-year technical diplomas, and certificate programs, as well as federal project service areas. Around 750 advisory committee members from business and industry guide programs, projects, and service areas. Northwood Tech recognizes that the program advisory committee is one of its most valuable resources in maintaining technologically current programs and services which respond to the needs of the marketplace and provide a well- prepared work force for Northwest Wisconsin.

Purpose

Ad Hoc Committees

Ad hoc committees advise Northwood Tech staff in the development of new programs. An ad hoc committee is formed by the administrative unit requesting the new program after receiving authorization from the Academic Affairs Leadership Team, College Leadership Team and input from the Program Implementation Team.

Once a program has been approved by the Wisconsin Technical College System Board, the ad hoc committee is discontinued and an advisory committee is formed.

Advisory Committees

All approved occupational programs offered at Northwood Tech have an advisory committee. When a Northwood Tech program is offered at more than one campus, a collegewide advisory committee may be established to provide a unified program direction. An additional committee may be formed on each campus to address issues specific to that region.

Educational support services and projects offered through Northwood Tech also work with advisory committees for input and quality assurance.

Advisory committee members provide the occupational experience needed to guide Northwood Tech in selecting and purchasing up-to-date equipment and course materials. They also offer recommendations to improve instructional methods and develop technical guidance programs.

Joint Apprenticeship Committees

To avoid confusion, it is important to distinguish between joint apprenticeship committees and program advisory committees. The joint apprenticeship committee is advisory to the Wisconsin Department of Industry, Labor and Human Relations while the program advisory committee is advisory to the technical college.

In general, regulations applying to advisory committees for the Northwood Technical College can also be applied to apprenticeship committees.

Organization

Appointment

Recommendations for appointments to an advisory committee may be made by district employees or others involved in the utilization of advisory committees. Invitations to serve on an advisory committee are based on occupational experience and willingness to serve.

Members must have had successful, first-hand experience in the program or service area, have the respect and confidence of their associates, and be actively involved in performing or supervising jobs for which the program is training individuals.

Representation

In order to have truly representative committees, members are selected from a cross section of organizations in the communities and from several geographic areas. Equal representation should be given to employers and employees; more than one member may be represented from the same business as long as that representation is not 50% or greater of total membership.

Membership also includes recent graduates and a current student of the program. These members are all eligible to vote. In the event a member is unable to attend, an alternate may be sent in their place, however, only one of those members is eligible to vote/counted in quorum.

Committee Size

Advisory committees are composed of a minimum of five to seven members. A list of the members is updated every year. It indicates the members' names, their addresses, designations as employee or employer, and places of employment.

Length of Terms

Generally, each committee member serves three years. If a new committee is being formed each member draws lots for the initial term, with one-third of the group serving for one year, one-third serving two years, and one-third serving three years.

Retiring committee members are eligible for reappointment. Committee members advise on replacements for the committee. All new members are appointed for three years or are appointed to the committees to fill the unexpired term of any member who leaves.

Advisory members who miss two consecutive meetings will be contacted by the Northwood Tech program director/faculty/Dean associated with the program to inquire if they are planning to retain membership. If no response is received, the advisory committee member will be removed from the committee.

Number of Meetings

Each program advisory committee meets at least once per year. Ideally a minimum of two meetings per year are held. A program that is involved in curriculum changes, equipment purchases, and new facilities may require more meetings. Each committee sets agendas and records minutes of committee recommendations and the responses to those recommendations.

Committee Officers

An agenda is planned and a Northwood Tech staff member organizes the meeting. The committee elects a chairperson to preside at its meetings.

Northwood Tech Staff Participation

Program instructors and other professional staff members working in an occupational program or service area attend meetings and work with the advisory committees. These staff members do not vote nor do they direct the decisions or recommendations of the committee.

Responsibilities

Advisory committees are formed to provide assistance, make recommendations, and in general support high quality occupational education and/or service. Advisory committees do not make school policy or supersede the legal responsibilities vested in the College and the Wisconsin Technical College System Board.

Advisory committee recommendations are reviewed by Northwood Tech staff and/or the Northwood Tech Board of Trustees. Recommendations may be accepted in full or in part. In some cases financial restrictions, physical plant facilities, and other difficulties may necessitate a delay in action.

Specific Areas of Responsibility

The following are suggested responsibilities of advisory committees.

1. Program Development
   a. Help determine need for various educational training programs:
      - Survey of industry employment needs
      - Survey of industry training needs
      - Assessment of community needs
      - Evaluation of availability of related local, state and regional training programs
   b. Recommend appropriate programming development:
      - Outreach training
      - Basic education
      - Campus-based courses
      - Apprenticeship

2. Student Recruitment, Selection and Placement
    a. Participate in the recruitment of students
    b. Provide information about desirable aptitudes, education and experience needed for the training program
    c. Arrange plant or field trip visits for students and counselors
    d. Assist and participate in surveys of local business and industry personnel needs
    e. Place students in part-time or temporary work during the school year or summer
    f. Recommend program marketing strategies

3. Program/Project Instruction
    a. Review and recommend budget requests for laboratory and shop equipment and supplies
    b. Help develop and review course content to assure that it is current in meeting the needs of business and industry
    c. Evaluate physical conditions, adequacy of equipment and layout of laboratory or shop
    d. Help establish student proficiency standards
    e. Help establish and maintain a library of relevant visual aids, magazines and books
    f. Recommend to staff and to the Northwood Tech Foundation potential sources of donations for program/project operations

4. Staff Assistance
    a. Arrange meetings to establish cooperative relationships between the technical college and business and industry
    b. Recommend qualifications for instructors/staff
    c. Help identify adjunct instructors or resource persons from business and industry to assist regular instructors

5. Program/Project Evaluation
    a. Participate on various evaluation teams
    b. Respond to findings of evaluations
    c. Recommend program revisions

6. Public Information
    a. Provide speakers to talk with groups about the training program
    b. Provide news stories concerning the program to magazines published for
    c. specific business and industry groups
    d. Advise employees and their families of Northwood Technical College programs by posting and/or distributing promotional materials and news articles

Procedures

Typical Agenda
The following agenda is recommended:

1. Welcome & Introductions
   a. Start Time
   b. Roll Call
   c. Reading of Open Meeting Statement
   d. Student/Program Highlight

2. Industry Representatives Input
   a. Workforce (Supply/Demand, Wages, Skills Needs, Graduate Readiness)
   b. Technology & Equipment Trends
   c. Certification, Licensing, Regulatory Changes

3. Program Report to the Committee
   a. Status Updates (Accreditation-Required Reporting)
   b. Capital Equipment/Technology Needs
   c. Partnership Updates
   d. Curriculum Updates
      i. General Education Updates
      ii. Curriculum Changes
      iii. Voting Items

4. Other

5. Next meeting

6. Adjourn

Minutes

Discussion and/or approval of all curriculum modifications, program suspensions and/or discontinuances, title changes, new program or career pathway development, change to parent embedded status, technical skills attainment (TSA) development and WTCS grant submissions must be documented in advisory committee minutes for submission to the WTCS. Minutes are electronically filed with the Office of Academic Affairs which maintains files of all program advisory committee meetings for easy retrieval for College and WTCS board needs.

The minutes should include:

1. Date, time, and place of meeting
2. Name of community attendees
3. Names of student attendees
4. Names of guests
5. Name of faculty & staff attendees
6. Name of dean/associate dean
7. Name of VP of Academic Affairs
8. Name of State Education Director
9. Names of people absent but copied
10. Dates and summary of significant correspondence or other documents considered at the meeting
11. Scheduled date of next meeting
12. Important decisions and recommendations

Public Meeting Law Compliance

In order to comply with the Wisconsin Open Meeting Law, notice of advisory and ad hoc committee meetings are given to the official College newspaper. The agenda is also posted in at least three (3) locations where the public would most likely be able to find the information.

Agendas are posted at two campuses and the administrative office. In addition, all agendas will be posted to the Public Notices | Northwood Technical College

Attendance

The following attendance requirement must be met for each meeting:

Membership	Minimum Acceptable Requirements
7-12	50% or 4-6 members
13-18	45% or 6-8 members
19 or more	40% or 8 members or more

Equal Opportunity Statement

Northwood Technical College (Northwood Tech) does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy- related conditions or status in any group protected by state or local law in employment, admissions or its programs or activities.

Northwood Tech offers degrees, diplomas, apprenticeships and certificates in the Agriculture, Food, and Natural Resources Cluster, Architecture and Construction Cluster, Business, Management, Administration, and Finance Cluster, Family and Consumer Cluster, Health Sciences Cluster, Hospitality and Tourism

Cluster, Information Technology Cluster, IT Manufacturing Cluster, Law, Public Safety, and Security Cluster, Liberal Studies, Manufacturing Cluster, Preparatory Programming and the Transportation, Distribution and Logistics Cluster.

The following person has been designated to oversee Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Affirmative Action/ Equal Opportunity Officer/ Title IX Coordinator/Director, Human Resources, 1900 College Drive, Rice Lake WI 54868, 715-645- 7042, TTY 711, Amanda.Gohde@NorthwoodTech.edu.

Northwood Technical College (Northwood Tech) no discrimina por motives de raza, color, ascendencia, religion, sexo, participaci6n en servicios uniformados, categorfa de veterano de guerra, nacionalidad, edad, discapacidad, orientaci6n sexual, estado civil o situaci6n familiar, embarazo, condiciones relacionadas con el embarazo o estatus en cualquier grupo protegido por la legislaci6n estatal o local en asuntos vinculados con empleos y admisiones o en sus programas o actividades. Northwood Tech ofrece la posibilidad de obtener tftulos, diplomas y certificados, y de realizar pasantfas en los ejes disciplinares de Agricultura, Alimentos y Recursos Naturales; Arquitectura y Construcci6n; Negocios, Gesti6n, Administraci6n y Finanzas; Familia y Consume; Ciencias de la Salud; Hospitalidad y Turismo; Tecnologfa Informatica; Fabricaci6n de TI; Derecho, Seguridad Publica y Protecci6n; Estudios Liberales; Fabricaci6n;
Programaci6n Preparatoria y el eje disciplinar de Transporte, Distribuci6n y Logfstica.

La siguiente persona ha sido designada para supervisar que se cumplan las disposiciones del Tftulo IX de las Enmiendas sobre Educaci6n (Education Amendments) de 1972 y el artfculo 504 de la Ley de Rehabilitaci6n (Rehabilitation Act) de 1973, y para manejar las consultas relativas a las politicas contra la discriminaci6n de la universidad: Amanda Gohde, Affirmative Action/ Equal Opportunity Officer/ Title IX Coordinator/Director, Human Resources (Responsable de Acciones Afirmativas/Igualdad de Oportunidades/Coordinadora del Tftulo IX/Directora de Recurses Humanos), 1900 College Drive, Rice Lake WI 54868, 715-645-7042, TTY 711, Amanda.Gohde@NorthwoodTech.edu.

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thiab Cov Neeg Siv Khoom, Pab Pawg Tshawb Fawb Txog Kev Noj Qab Haus Huv, Pab Pawg Tos Qhua thiab Kev Ncig Teb Chaws, Pab Pawg Saib Xyuas Thev Naus Laus Zis Ntaub Ntawv, Pab Pawg IT Hauv Kev Tsim Khoom, Kev Cai Lij Choj, Kev Nyab Xeeb Rau Pej Xeem, thiab Pab Pawg Kev Ruaj Ntseg, Kev Kawm Txog Kev Ywj Pheej. Pab Pawg Kev Tsim Khoom, Kev Tsim Lub Program Npaj thiab Kev Thauj Mus Los, Pab Pawg Xa Faib Khoom thiab Kev Xa Khoom.
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Amanda Gohde
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Northwood Tech Locations

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1900 College Drive
Rice Lake, WI 54868
715.234.7082

Superior
600 North 21st Street
Superior, WI 54880
715.394.6677

Balsam Lake Outreach Center
400 Polk County Plaza
Balsam Lake, WI 54810
715.485.3044

Hayward Outreach Center
15618 Windrose Lane Suite 106
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715.634.5167

Ladysmith Outreach Center
1104 Lake Avenue Suite 1
Ladysmith, WI 54848
715.532.3399

Health Education Center
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