

**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

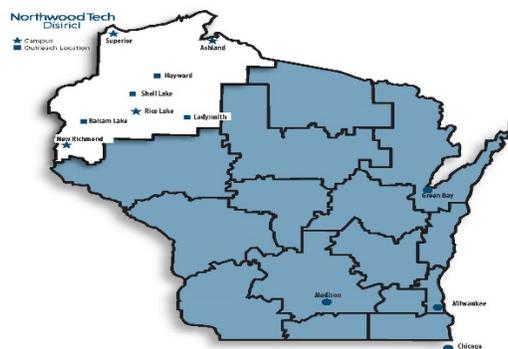
Learning First: Learning is our passion. As Northwest Wisconsin's leader in technical education, Northwood Tech creates dynamic opportunities for career preparation and personal growth. We are committed to making each and every experience with us meaningful and professional.

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.



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 degree, 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 specific business and industry groups
- c. Advise employees and their families of WITC programs by posting and/or distributing promotional materials and news articles

Procedures

Typical Agenda

The following agenda is recommended:

1. Call to order by presiding officer
2. Roll call
3. Reading and approval of minutes
4. Review of responses to previous minutes
5. Committee reports
6. Unfinished business from previous meeting
7. New business
8. Communications and miscellaneous matters
9. Review of committee recommendations
10. Set date for next meeting
11. Adjournment

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 presiding chairperson
3. Names of members past and present
4. Names of others attending
5. Name of recorder
6. Dates and summary of significant correspondence or other documents considered at the meeting
7. Scheduled date of next meeting
8. 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 Emergency Management Services, General Education/ABE, Business, Family & Consumer Services, Allied Health and Trade and Technical divisions. Admissions criteria vary by program and are available by calling our Admissions Office at 800-243-9482.

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, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, TTY 711, amanda.gohde@northwoodtech.edu.

Northwood Technical College (Northwood Tech) no discrimina por motivos de raza, color, ascendencia, religión, sexo, servicio en las Fuerzas Armadas, condición de veterano, origen nacional, edad, discapacidad, orientación sexual, estado civil o familiar, embarazo, enfermedades o complicaciones relacionadas con el embarazo en cualquier grupo protegido por la ley estatal o local en las oportunidades de trabajo, las admisiones o sus programas o actividades. WITC ofrece títulos, diplomas, prácticas y certificados en Servicios de Gestión de Emergencias, Estudios Generales/ ABE, Servicios de Empresa, Familia y Consumidor, Servicios Auxiliares de Salud, y divisiones Técnica y Comercio. Los criterios de admisión varían según el programa y están disponibles llamando a nuestra Oficina de Admisiones al 800-243-9482.

La siguiente persona ha sido designada para supervisar el Título IX de las Enmiendas en la Educación de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973 y para atender las consultas relacionadas con las políticas de no discriminación de WITC: Amanda Gohde, responsable de Acción Positiva / Igualdad de Oportunidades / Coordinadora del Título IX/ Directora de Recursos Humanos, Oficina Administrativa, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, TTY 711, amanda.gohde@northwoodtech.edu.

Northwood Technical College (Northwood Tech) t sis muaj kev nt xub ntxaug las ntawm haiv neeg, xim nqaij tawv, poj koo b yawm txwv, kev ntseeg, poj niam txiv neej, kev ua tub ceev xwm, qub tub rag, haiv neeg keeb kwm, hnuv nyooq, kev xiam oob qhab, kev nyiam poj niam las txiv neej, t xheej xwm kev sib yuav lossis t sev neeg, t xheej xwm cev xeeb tub, kev mob uas ntsig txog lub cev xeeb tub hauv t xhua pab pawg uas muaj kev tiv thaiv las ntawm lub xeev las yog lub zej zag t xoj cai lij choj txog kev ua haujlwm, kev t xais nk ag lossisnws cov kev pab cuam lossis cov haujlwm ub no. WITC muab kev kawm qib degree, diplomas, xyaum hauj lwm thiab daim ntawv pov thawj t xog Kev Pab Cuam Tswj Hwm Xwm Txheej Ceev, Kev Kawm Ntawv Ncua Dav/ ABE, Kev Pab Cuam Txog Fab Kev Lag Luam, Tsev Neeg & Cov Neeg Siv Khoom, feem hauj lwm Kev Noj Qab Haus Huv thiab Kev Lag Luam thiab Kev Txawj (Technical). Cov kev cai kev txais nkag yuav sib txawv raws li qhov kev pab cuam thiab muaj rau siv tau las ntawm kev hu rau peb lub Tsev Ua Hauj Lem Kev Txais Nkag (Admissions Office) ntawm tus xov tooj 800-243 -9482.

Tus neeg hauv qab no raug xaiv las saib xyuas Nqe Cai IX ntawm Kev Hloov Kho Kev Kawm Ntawv xyoo 1972 thiab Tshooj 504 ntawm Txoj Cai Kho Korn Zoo Rav Los Li Qub xyoo 1973 thiab teb rau cov lus nug hais txog lub Tsev Kawm College cov cai tsis pub muaj kev sib cais: Amanda Gohde, Kev Nqis Tes Ua/ Tus Neeg Ua Hauj Lwm Txog Kev M uaj Vaj Huam Sib Luag Fab Kev Kawm/ Nqe Cai IX Tus Neeg Saib Xyuas/ Tus Thawj Coj, Feem Saib Xyuas Neeg Ua Hauj Lwm, Lub Chaw Ua Hauj Lwm Tuav Tswj, 1900 College Drive, Rice Lake WI 54868, 715 -645 -7042, TTY 711, amanda.gohde@NorthwoodTech.edu.

Northwood Tech Locations

Ashland
2100 Beaser Avenue
Ashland, WI 54806
715.682.4591

New Richmond
1019 South Knowles Avenue
New Richmond, WI 54017
715.246.6561

Rice Lake
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
Hayward, WI 54843
715.634.5167

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

Health Education Center
505 Pine Ridge Drive
Shell Lake, WI 54871
715.468.2815

TTY: 711

TOLL FREE: 800.243.9482

WEBSITE: www.northwoodtech.edu

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