

# Davis Technical College

## Occupational Advisory Committee Policy

Effective Date: 10 June 2024

### 1. Purpose

Occupational Advisory Committees at the Davis Technical College (College) are undertaken in accordance with all institutional and accreditation policies and procedures and are used for program improvement and better alignment with industry need. This document clarifies the roles, responsibilities, and processes of these committees at the College.

### 2. References

- 2.1. College Occupational Advisory Committee Summary Report
- 2.2. Council on Occupational Education Handbook of Accreditation and Self-Study Manual
- 2.3. Utah System of Higher Education Program/Course Approval and Reporting Policy

### 3. Definitions

**3.1. Council on Occupational Education** – The accrediting agency for the Davis Technical College. As articulated by its membership, the mission of the Council is “assure quality and integrity in career and technical education.”

**3.2. Occupational Advisory Committee Summary Report** – An annual compilation of all program advisory committee evaluations, feedback, response to action items, program commendations, action items, skill, equipment and facility recommendations. The Occupational Advisory Committee Summary Report is submitted to the Board annually for review and approval of action items.

**3.3. Occupational Advisory Committee** – A group of at least three persons external to the institution who are knowledgeable of occupational education and employment needs relating to a specific occupation. Through regularly scheduled annual and documented meetings, the committee provides consultative assistance to ensure that the program continually strives to meet the occupational education needs of the community.

**3.4. Regularly Scheduled Part-time Faculty** – a part-time faculty member who regularly works 10 or more hours per week.

### 4. Policy

**4.1.** Each full-time and regularly scheduled part-time instructor will maintain and annually submit an Industry Contact Record documenting all industry contact.

**4.2.** Occupational Advisory Committees with a minimum of three members will exist for each accredited program to ensure desirable, relevant, and current practices of each occupation are being taught.

**4.3.** Occupational Advisory Committee members will be employed in a non-educational occupation related to the program(s) they represent in the geographic service area covered by the program. Current students, academic partners, family members of current employees, or professionals who work outside of the program area will not be considered official members of the advisory committee but may attend Occupational Advisory Committee meetings.

- 4.4.** The instructor will provide Occupational Advisory Committee membership and contact information annually.
- 4.5.** Occupational Advisory Committees will meet annually and instructors will ensure that at least three advisory committee members attend these meetings.
- 4.6.** The College will keep Occupational Advisory Committee meeting minutes that document advisory member and/or bona fide potential employer evaluation of:
- 4.6.1.** Skills necessary to work in the current industry.
  - 4.6.2.** Information and projections of changes that may occur within the industry the committee members represent.
  - 4.6.3.** Program graduation requirements as an indicator of completer preparedness.
- 4.7.** If one advisory committee represents multiple programs, meeting minutes will reflect evaluation and discussion of each individual program.
- 4.8.** Every year three bona fide potential employers will complete an Employer Verification Form for each approved program to evaluate the length and the tuition of each program in relation to the documented entry-level earnings of completers.
- 4.9.** Each year an Occupational Advisory Committee Summary will be submitted to the Board of Directors for review and approval of action items for each program.
- 4.10.** Additional Occupational Advisory committee and meeting requirements may be implemented if the program is accredited through another agency.

**5. Approval and Notes**

Expanded President's Council Approval: 10 June 2024

Reviewed: 22 May 2024

President's Council Approval: 15 November 2021

Reviewed: 21 October 2021