COLLIN COLLEGE VISION STATEMENT
Delivering a brighter future for our students and communities.

COLLIN COLLEGE MISSION STATEMENT
Collin College is a student and community-centered institution committed to developing skills, strengthening character and challenging the intellect.

COLLIN COLLEGE LEADERSHIP

An innovative and visionary leader, Dr. H. Neil Matkin took office in February 2015 as Collin College’s third district president.

Prior to his post in Louisiana, Dr. Matkin served as president of the Central Campus of San Jacinto College and served in a variety of administrative and staff roles with the Virginia Community College System, the Illinois Board of Higher Education and Ambassador University. He holds both an Associate of Arts and a Bachelor of Arts from Ambassador College as well as a Master of Science degree from Golden Gate University, a Master of Business Administration degree from the University of Dallas and a Doctorate of Education from Texas A&M University-Commerce.
CORE VALUES

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity
COLLIN COLLEGE

Collin College was established in 1985 and began offering its first classes at area high schools. Collin College now serves more than 53,000 credit and continuing education students annually. The college confers Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees and offers more than 100 degree and certificate programs in a wide range of disciplines. The exceptional education offered at Collin serves as a strong foundation for entry into a variety of professional and technical careers.

College and University Partnerships

Collin College is the first Texas community college to offer a pre-admission program, allowing students to transfer seamlessly from Collin College to major universities. Through this program, students can take their freshman and sophomore courses at Collin College and upper division courses at Austin College, Baylor University, Dallas Baptist University, Southern Methodist University, Texas A&M University, Texas A&M University-Commerce, Texas Tech University, Texas Woman’s University, University of North Texas, or The University of Texas at Dallas.

The college set a new standard of collaboration when it opened the Collin Higher Education Center in 2010. This campus is a university center which offers residents the opportunity to pursue bachelor’s, master’s, and doctoral programs from top area universities, including University of North Texas, TexasA&M University-Commerce, The University of Texas at Dallas, Texas Woman’s University, and Texas Tech University.

An Exceptional College Education Within Reach

As part of its on-going commitment to making college accessible, Collin College delivers quality education on-campus, on-line (eCollin), on-site, and on weekends.

On-campus: The district offers classes at seven locations, including the Central Park Campus and Collin Higher Education Center in McKinney, the Spring Creek Campus and the Courtyard Center in Plano, and the Preston Ridge Campus in Frisco, as well as the Rockwall Center and Allen Center. The latest Master Plan calls for the college to expand its presence in the county by adding new campuses and centers.

eCollin: eCollin offers hundreds of online credit classes, and a dual credit program, which annually enables hundreds of high school students to earn college credit.

On-site: In addition to the seven sites noted above, classes are offered at various locations throughout Collin County.

Weekend College: Weekend College offers students the opportunity to earn Associate Degrees and certificates by taking classes exclusively on the weekends. Instruction is available via multiple formats, including face-to-face, fully on-line and hybrid courses (in which classes are taught partially on-line and partially in the classroom), which appeals to students balancing work and college. In addition, Collin College offers block scheduling for selected certificates where course schedules are blocked and thus predictable for the entire coursework in a certificate or program.

Student Success: Academic Excellence being one of the core values, Collin College focuses on high quality education that is affordable. Academic preparation at Collin College allows students and graduates to excel in their pursuit of education and skills achievement.
Collin College graduates and former students have attended Ivy League and many nationally renowned universities.

Their work can be viewed on Broadway, in *TIME*, *Newsweek*, and *Forbes*. Collin College alumni are currently working to cure cancer, Alzheimer’s and numerous diseases plaguing the world. They are nationally acclaimed scientists, actors and artists. The legacy of Collin College—its students—will continue to provide a significant impact, carrying this institution’s mission and core values throughout the world. Service and involvement, is a core value that is taught and practiced at Collin College. Many students, graduates and alumni are also stalwart citizens of Collin County, working as teachers, nurses, public safety professionals, allied healthcare professionals, entrepreneurs, and serving the community in many other professions.

**THE PURPOSE OF THE ADVISORY COMMITTEE**

Workforce education programs at Collin College are a vital part of both the college and the community. Since these programs are designed to prepare students for employment and continuous learning in rapidly changing business, human service, and technical environments, it is essential that the college establish and maintain partnerships with knowledgeable individuals and employers in the local community. It is our goal to have functional and effective advisory committees comprised of such individuals for each of our programs. The success of workforce education programs to a large extent, depends on the activity and involvement of advisory committees.

**THE ROLE OF THE ADVISORY COMMITTEE**

According to the Guidelines for Instructional Programs in Workforce Education (GIPWE), provided by the Texas Higher Education Coordinating Board, each institution must establish a separate industry-based advisory committees for each workforce education program or cluster of closely related programs. An individual programmatic Advisory Committee is also required by the accrediting agencies of each profession where applicable.

The broad purposes of an advisory committee are: 1) to help the college document the need for a workforce education program; and 2) to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge and behaviors necessary to successfully meet the needs of business and industry. The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation, enhancement, and revision.

Acceptance and continued support of education often hinges on a community’s knowledge of the various career-training workforce opportunities. Advisory committee members in general:

- **provide** a communication channel between career education and the community;
- **stimulate** public awareness of workforce education needs and contributions; and
- **advocate** for workforce education.

**THE FUNCTIONS OF THE ADVISORY COMMITTEE**

Each advisory committee has unique functions and responsibilities characteristic of the
designated program or industry cluster. However, the following general statements apply to all advisory committees:

- **evaluates** the goals and objectives of the program curriculum;
- **establishes** workplace competencies for the program occupation(s);
- **suggests** program revisions as needed;
- **evaluates** the adequacy of existing college facilities and equipment;
- **advises** college personnel on the selection and acquisition of new equipment;
- **identifies** local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities;
- **assists** in the professional development of the faculty;
- **assists** in promoting and publicizing the program to the community and to business and industry;
- **represents** the needs of students from special populations; and
- **carries out** initiatives by providing assistance in creating surveys, developing new assessments, and institutional program reviews.

**ADVISORY COMMITTEE COMPOSITION**

Advisory committees must be composed of individuals who broadly represent the demographics, including the ethnic and gender diversity, of the institution’s service area, as well as the demographics of the occupational field. Committee members should be knowledgeable about the skills used in the occupation for which they are providing information and guidance.

- Members should be drawn from both the private and public sectors, with an emphasis on business, industry, and labor organizations.
- Full-time faculty, staff, and community members offering the program must not be members of the advisory committee but may serve in an ex-officio role. Part-time faculty who hold full-time positions within the career field or those who represent communities of interest may be members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be members of the committee.

**CHAIRPERSON OF ADVISORY COMMITTEE**

At Collin College, the chairperson will be initially appointed by the Associate Dean or Dean at the recommendation of the program coordinator/director, or discipline lead from the membership of the official committee. Subsequent to the initial appointment, the chairperson may be nominated by the program coordinator/director, associate dean, or the dean followed by a simple majority vote of the committee members for confirmation. As noted before, Collin College full-time faculty and staff are non-voting Ex-Officio members. Ex-officio members may not chair the committee. The term of appointment will be one academic year, with the option to renew. The program coordinator/director/discipline lead should meet with the chairperson prior to each meeting in order to establish and review the agenda for scheduled meetings and other relevant issues. Ineffective committee chairs and committee members may be removed by the Associate Dean or Dean upon recommendation of such action by the discipline lead/director. However, all such actions should be brought to the committee as part of the meeting agenda by the discipline lead/director.
ADVISORY COMMITTEE MEETINGS/MINUTES

According to GIPWE, advisory committees of existing programs must meet in person at least once a year and should, if possible, have a quorum present. However, it is recommended that contact with committees be maintained throughout the year via email, fax, phone or videoconferencing. Collin College strongly encourages that each committee meet face-to-face a minimum of twice during each academic year due to the rapid changing nature of some of the industries. During the development of new programs, advisory committees must meet in person at least twice and participate throughout the development and approval process.

Minutes and documentation of communication must be available upon request. All meetings of the advisory committee must be recorded in official minutes sample template (Appendix A). The minutes must include:

• identification of committee members (name, title and affiliation);
• an indication of the committee members’ presence or absence from the meeting;
• the names and titles of others present at the meeting;
• the signature of the recorder; and
• evidence that industry partners have taken an active role in making decisions that affect the program.

Minutes must be maintained in college files and made available to the Texas Higher Education Coordinating Board staff upon request as well as others who have genuine interest in the program.

APPOINTMENT OF ADVISORY COMMITTEE MEMBERS

Recommendations for advisory committee membership are made to the Associate Dean or the Dean by the discipline lead, director/coordinator, designated faculty member, or current advisory committee member no later than the end of the spring term of each year for serving in the following academic year. After the appropriate Associate Dean and Dean approve the advisory committee member, the program coordinator/director/discipline lead will contact the advisory committee member. Advisory committee members will be asked to serve for a three-year term. Current members may be reappointed.

Removal of a Committee Member: Members who miss two consecutive meetings should be considered for removal. After discussing the matter amongst Discipline Lead, Associate Dean/Director, and the Dean with consensus plans for the removal of the member should be made. The Discipline Lead should contact the member and explain the role of the member and whether he or she can commit to attending and participating in the meetings for the future. If they cannot, the member should be notified that he or she is being replaced. It would also be good to ask the member if he or she would recommend someone else from the organization to replace him or her.
Advisory Committees at Collin College Include:

Applied Graphic Design Technology
Arts & Entertainment Management*
Certified Medical Assistant*
Child Development
Cisco/Computer Networking
Commercial Music
Computer Information Systems/E-Business Media
Computer-Aided Drafting
Cybersecurity*
Interiors and Architectural Design
Convergent Technology
Dental Assistant*
Dental Hygiene
Diagnostic Medical Sonography
Digital Media*
Engineering and Electronics/Alternative Energy
Emergency Medical Services
Fire Science
Graphic Design
Geospatial Information Systems
Commercial Photography and Visual Technologies
Healthcare*
Health Information Technology
Health Professions
Hospitality and Culinary Arts
Human Resources*
HVAC
Information Systems Cybersecurity
Interpreter Education Program
Law Enforcement
Logistics & Supply Chain Management
Management/Marketing
Nursing
Office Systems Technology
Paralegal/Legal Assistant
Polysomnographic Technology
Real Estate
Respiratory Care
Surgical Technology
Sports Management*
Veterinary Assistant*
Welding Technology

*Designates Continuing Education Program
# Appendix A

## Advisory Committee Meeting Minutes

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**CHAIRPERSON SIGNATURE:**

**DATE:**

**NEXT MEETING:**
Appendix B

Collin College Workforce Advisory Committee Quick Overview

The purpose of an Advisory Committee is to provide substantial leadership, assisting programs with curriculum development, resource and equipment selection, industry changes, and to provide input for vision development. Focus on including those industry partners/potential employers who perceive Collin College students as potential employees.

Committee Development

- Members should represent a cross section of the targeted industry. Also, there may be members representing certain populations per program accreditation standards.
- Any full-time Collin employee on the committee may act in an ex-officio capacity and not as a voting member. However, part-time faculty members employed full-time in the field (career-cluster) may serve as voting members.
- Committees should strive for 9-12 voting members. If there is a large industry presence in the area, the committee may expand up to 20 members. One voting member should be designated chair.
- Potential committee members will be given the Advisory Committee handbook which outlines their role including length of term and absence policy.
- Committee members should include those employers open to hiring Collin College graduates.

Committee Functions

- Evaluate goals and objectives of program curriculum and establish workplace competencies
- Recommend program revisions as needed
- Evaluate adequacy of existing college facilities and equipment and advise on acquisition of new equipment
- Identify local business and industry leaders who will provide students with external learning experiences, employment and placement opportunities
- Participate in program promotion and publicity in the community, business, and industry
- Represent the needs of students from special populations
- Recommend content experts in program occupations
- Assist the programs with grants and other funding opportunities

Meeting Development

- Meetings should occur at least once a year. Programs may find it necessary to host meetings more frequently. Committee members may also be solicited for guidance and opinion outside the framework of a formal meeting.
- Meetings may be face to face with a call-in option. Virtual meetings may be conducted; however, the primary meeting should be scheduled for face-to-face delivery.
Meetings should be scheduled six weeks in advance. Invitations may be mailed electronically. Confirm space reservations, media and telecom services.

For new program development, advisory committee should meet twice before curriculum is decided. There should be evidence that the committee was actively engaged in identifying skills and competencies.

Agendas should be released to members one week prior to meeting. Minutes from the prior meeting can be a resource as the discipline lead or coordinator/director works with the committee chairperson to develop the agenda. The program director or discipline lead must work with the committee chairperson in developing the agenda.

Refreshments should be provided as appropriate. Consult college policies or procedures regarding catering.

**Meeting**

- Verify a simple majority has been achieved in the event any voting was scheduled.
- Minutes should be recorded using the GIPWE Advisory Committee template.

**Post Meeting**

- Minutes should be completed, signed, and posted to the I Drive Workforce Education folder within two weeks following the meeting.
- All committee members should be sent a copy of the minutes.

**Other Considerations**

- Members should be recognized annually for their service on the committee.
- Committee rosters should be maintained with necessary contact/industry/role information. For example, John Smith, CEO, Widget Industries, 214-555-5555, 123 Main St., Anywhere, TX

*For detailed information regarding the Advisory Committee please refer to the Advisory Committee Handbook.*