Advisory Committee
2021 Handbook

WORKFORCE development

life
business
resources
FUTURE
learning
community

goals
occupational

training
skills
investment

SUCCESS
GUIDING
change

COLLIN COLLEGE
collin.edu
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
Dr. Neil Matkin became Collin College’s third District President on April 6, 2015. He previously served as Executive Vice President of the Louisiana Community & Technical College System where he was Executive Vice President over 16 colleges. Dr. Matkin also served as the statewide Chair of the Board of Regents Articulation and Transfer Committee. Prior, Dr. Matkin was President of the Central Campus of San Jacinto College in Pasadena, Texas; Vice Chancellor and Chief Information Officer for the Virginia Community College System; and Chief Administrative Officer for the Illinois Century Network, a statewide effort under the Illinois Board of Higher Education to meet the internet and intranet needs of educational, research, governmental, and health care organizations.

Dr. Matkin currently serves on the Collin County Business Alliance Board and on the North Texas Commission Board.

He earned his Doctorate in Education from Texas A&M University-Commerce. He also holds a Master of Science and a Master of Business Administration degrees, and both a Bachelor of Arts degree and an Associate of Arts degree.

He and his wife, Janyth, reside in Farmersville when they are not visiting their three sons, families, and grandchildren.

COLLIN COLLEGE
Collin College was established in 1985 and began offering its first classes at area high schools. Collin College now serves more than 59,000 credit and continuing education students annually. The college confers Associate of Arts, Associate of Arts in Teaching, Associate of Science, Associate of Applied Science degrees, and offers more than 100 degree and certificate programs in a wide range of disciplines. The college offers two baccalaureate degrees, Bachelor of Applied Technology (BAT) in Cybersecurity, and a Bachelor of Science in Nursing (BSN). The college’s Board of Trustees approved a third bachelor’s degree in Construction Management with the intent to begin offering it in 2022. 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 was 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-Commerce, Texas Tech University, Texas Woman’s University, Texas Wesleyan University, The University of Texas at Dallas, or the University of North Texas.

The college set a new standard of collaboration when it opened the Collin Higher Education Center in McKinney 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 Texas A&M University-Commerce, Texas Tech University, Texas Woman’s University, The University of Texas at Dallas, and the University of North Texas.

Collin College offers both general and department-specific articulation agreements with most public universities in Texas. These agreements serve the goal of providing seamless transfer pathways to degrees at those universities, so that students who follow a recommended program can transfer without losing any academic credit or repeating courses. Students who begin their college career with dual-credit courses while still in high school can also benefit from these agreements.

AN EXCEPTIONAL COLLEGE EDUCATION WITHIN REACH
As part of its ongoing commitment to making college accessible, Collin College delivers quality education on campus, online, and onsite. Collin College offers students the opportunity to take courses and program offerings during the day, evening, and on the weekend.

On-campus: The college district offers classes at 10 locations, including the McKinney Campus, the Plano Campus, the Frisco Campus, the Courtyard Center in Plano, the Collin Higher Education Center and the Public Safety Training Center in McKinney, as well as the Rockwall Center, the Technical Campus in Allen, the Wylie Campus, and the Farmersville Campus. The college plans to open the Celina Campus Fall 2021.

Distance Learning: In addition to traditional face-to-face courses, Collin College offers students hundreds of online credit classes.
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 in local communities. The success of Collin College’s workforce education programs depends on the active involvement of such individuals on 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, institutions must establish an industry-based advisory committee for each workforce education program or cluster of closely-related programs. Programmatic advisory committees may also be required by the accrediting agencies of some professions.

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 as well as a well-designed curriculum to provide students with the skills and knowledge necessary to successfully meet the needs of business and industry. The advisory committee is one of the principle means of ensuring meaningful business and industry participation in program creation, enhancement, and revision.

ADVISORY COMMITTEE COMPOSITION

Advisory committees are composed of individuals who represent the demographics of the community and occupational field, including the ethnic and gender diversity of the institution’s service area. 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. Committee members should include employers who value hiring Collin College graduates.
- Full-time faculty, staff, and community members 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 voting members of the committee. Faculty and staff of senior institutions with whom the program may be articulated may also be voting members of the committee.
- Committees should include 9-12 voting members. If there is a large industry presence in the area, the committee may expand to 20 members. One voting member should be designated chair and another vice-chair.
- Committee members should include employers who value hiring Collin College graduates.
- A voting quorum is reached if 51 percent of the voting members are present.
APPOINTMENT AND REPLACEMENT OF ADVISORY COMMITTEE MEMBERS

Recommendations for advisory committee membership are made to the associate dean, director, discipline lead, program coordinator, or the dean no later than the end of the spring term of each year for service during the following academic year. Once an advisory committee member is approved, the program coordinator, director, or discipline lead will contact the advisory committee member. Advisory committee members are asked to serve for a three-year term. Current members may be reappointed.

Members who do not participate in the activities of the committee (miss two meetings in a row per academic year) may be recommended for replacement. This includes virtual meetings too. The associate dean, director or discipline lead should contact the member, explain the member’s role, and determine whether he or she can commit to participating in future meetings. The member should be extended the opportunity to recommend a replacement from his or her organization in the event the member is unable to participate in future meetings.

CHAIRPERSON AND VICE-CHAIRPERSON OF THE ADVISORY COMMITTEE

The initial chairperson and vice-chairperson will be appointed by the associate dean, director, program coordinator, discipline lead and/or the dean from the membership of the official committee. Subsequent to the initial appointment, the chairperson and vice-chairperson may be nominated by the program coordinator, director, discipline lead, associate dean, or the dean followed by a simple majority vote of the committee members for confirmation. Collin College full-time faculty and staff are non-voting ex-officio members and as such may not chair the committee. The term of appointment will be one academic year, with the option to renew.

The program coordinator, director, or discipline lead should meet with the chairperson prior to each meeting in order to establish and review the agenda (see Appendix A for template) for scheduled meetings and other relevant issues. If the chairperson is unable to lead the meeting, the vice-chairperson will facilitate the meeting. Any change to the committee chair position should be discussed as an agenda item with the committee.

ADVISORY COMMITTEE MEETINGS/MINUTES

Collin College requires each committee to meet at least twice during each academic year due to the changing environments of industries, and at least one meeting should be face to face. During the development of new programs, advisory committees must meet in person at least twice and participate throughout the program 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 (see template in Appendix A). The minutes must include:

- identification of committee members (name, title, and affiliation);
- an indication of the committee member’s 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.

AS OF 2021 ADVISORY COMMITTEES AT COLLIN COLLEGE INCLUDE:

- Advanced Manufacturing
- Biomedical Equipment Technology
- Electronic Engineering Technology
- Industrial Automation
- Agriculture, Urban Sustainable Agriculture
- Animation and Game Art
- Architecture and Construction
- Computer-Aided Drafting and Design (CADD)
- Construction Technology:
  - Carpentry
  - Electrical
  - Facilities Management
  - Plumbing
  - Safety
  - Heating, Ventilation, and Air Conditioning (HVAC)
  - Interior Design
  - Welding
- Automotive
  - Automotive Technology
  - Collision Technology
- Commercial Music
  - Live Sound Recording
- Commercial Photography
- Business, Management, and Administration
  - Banking and Financial Services
  - Business Management
  - Business Office Support Systems
  - Human Resource and Organizational Management
  - Insurance Management
  - Marketing
  - Real Estate Management
  - Sport and Recreation Management
- Education and Training
  - Early Childhood Educator
  - Interpreter Education Program
- Health Science
  - Activity Care Professional
  - Dental Hygiene
  - Diagnostic Medical Sonography
- Emergency Medical Services
- Health Information Management
- Health Professions
- Medical Assisting Advanced Practice
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Respiratory Care
- Surgical Assisting
- Surgical Technology
- Hospitality and Human Services
  - Culinary Arts
  - Pastry Arts
  - Hospitality and Food Service Management
- Law, Public Safety, Corrections, and Security
  - Basic Firefighter Certification
  - Fire Officer Certification
  - Law Enforcement
  - Paralegal/Legal Assistant
- Media Arts
- Nursing
  - Vocational Nursing
  - Nursing
  - Nursing BSN
- Science, Technology, Engineering, and Mathematics
  - Computer Networking
  - Computer Systems
  - Cloud Computing
  - Cybersecurity (BAT)/Information Systems Security
  - Geospatial Information Science
  - Web and Mobile Development
- Supply Chain Management
  - Logistics
  - Purchasing
- Veterinary Technology
- Veterinary Assist
- Veterinary Technology
- Video Production
# Appendix A

## Collin College Advisory Committee Agenda/Minutes

<table>
<thead>
<tr>
<th>Discipline:</th>
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<tbody>
<tr>
<td>Chairperson:</td>
<td>Meeting Date:</td>
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<tr>
<td>Meeting Place:</td>
<td>Recorder:</td>
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## Committee Members

<table>
<thead>
<tr>
<th>Name (Role)</th>
<th>Name</th>
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<tbody>
<tr>
<td>P</td>
<td>John Doe (Chair)</td>
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<tr>
<td>A</td>
<td>Jane Doe (Vice-Chair)</td>
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<td>P</td>
<td>Bubba Gump</td>
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## Collin College Faculty/Staff (Ex-Officio Members)

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<thead>
<tr>
<th>Name, Title</th>
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<tbody>
<tr>
<td>P</td>
<td>John Smith, Dean</td>
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<td>P</td>
<td>Joe Bob, Faculty</td>
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## Key Discussion Points

<table>
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<tr>
<th>Discussion Points</th>
<th>Discussion</th>
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<tbody>
<tr>
<td>Approval Minutes from Last Meeting Minutes:</td>
<td>Motion to approve by: Motion seconded by:</td>
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<tr>
<td>Old Business:</td>
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<tr>
<td>Program Updates from Faculty/Staff:</td>
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<tr>
<td>New Business (if applicable)</td>
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<tr>
<td>New Program Initiative(s)</td>
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<td>Curriculum Change (if applicable):</td>
<td>Motion to approve by: Motion seconded by:</td>
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<tr>
<td>Discussion of Emerging Trends</td>
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<tr>
<td>Committee Member Comments and Concerns</td>
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<tr>
<td>Meeting Adjournment</td>
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</table>

## Chairperson Signature:

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HOW TO SUCCESSFULLY RUN A COLLIN COLLEGE ADVISORY COMMITTEE MEETING

Advisory Committees meet in-person on a campus or online through video conferencing. Members will know well in advance which modality is chosen for the event. During each meeting, a light version of Parliamentary Procedure (aka Robert’s Rules of Order) will be used to ensure meetings are well organized and efficient.

MEETINGS FOLLOW A 10-STEP FIXED ORDER OF BUSINESS:

1. Call to order, welcome and introductions
2. Notation of present, absent, or excused in minutes
3. Approval of prior meeting minutes
4. Discussion of Old Business
5. Program updates from faculty/staff
6. Discussion of New Business, New Program Initiatives, and Curriculum Change
7. Discussion of Emerging Trends
8. Committee Member Comments and Concerns
9. Adjournment

The method used by members to initiate a detailed discussion is by moving motions. A motion is a proposal that the entire membership of the committee takes a position on an issue.

INDIVIDUALS MEMBERS CAN:

1. Call to order
2. Motion to Approve
3. Second Motions
4. Debate Motions
5. Vote on Motions

In the modified format, the role of ex officio faculty and staff is often to inform, guide, and suggest for a call to order. In every case, however, it is the committee members that have the power to initiate, change, and resolve discussions with actionable steps. The involvement of the committee to make motions to approve discussed topics is key to the meeting process flow. Moreover, committee members should feel comfortable seconding motions. These are recorded in the minutes to maintain a record of the process and decisions made. There are also situations that may be voted on by committee members.