

Davis Technical College  
Occupational Advisory Committee Policy  
Training Division

Board Approval: 24 April 2008

**1. Purpose**

- 1.1. 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 Technical Colleges 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 “assuring 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 (twice annually) and documented meetings, the committee provides consultative assistance to ensure that the program continually strives to meet the occupational education needs of the community.

**4. Policy**

- 4.1. The instructor will maintain and annually submit an Industry Contact Record documenting all industry contact.
- 4.2. Occupational Advisory Committees with a minimum of six 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, 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 at least twice annually and instructors will ensure that at least three advisory committee members attend these meetings.
- 4.6. The College will keep Occupational Advisory Committee minutes that document advisory member and/or bonafide potential employer evaluation of:
  - 4.6.1. Delivery format (such as lecture, laboratory, work-based learning)
  - 4.6.2. Admission requirements
  - 4.6.3. Program and course objectives, curriculum, content consistent with desired learning outcomes, length, learning activities, competency tests
  - 4.6.4. Classroom, lab, or shop facilities and learning environment
  - 4.6.5. Instructional materials and equipment
  - 4.6.6. Method of program evaluation
  - 4.6.7. Level of skills and/or proficiency required for completion
  - 4.6.8. Methods of program evaluation
  - 4.6.9. Employment outlook
  - 4.6.10. Program enrollment, completion, and placement
- 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 bonafide 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.