



Importance of Advisory Committees

Employers benefit by:

- Maintaining a direct connection to a trained workforce.
- Impacting the quality of CLC's career programs.
- Contributing to the college mission of strengthening our diverse community.

The College of Lake County benefits by:

- Collaborating with local employers to meet workforce needs.
- Ensuring programs are meeting current industry standards.
- Establishing relationships with local businesses who provide new opportunities to students and faculty.

Career Advisory Committee Contacts

College of Lake County Educational Affairs

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Facts and stats you should know:

Impact on Local Economy

- Of the CLC career program graduates who find employment within the first year after graduating, about **82%** work in a field related to their degree or certificate.

Source: IDES graduate employment data (Fall 2015)

- **During the last five years**, over 13,500 students have enrolled in a career program at CLC.*

Healthcare

- In the past five years, CLC has graduated **6,396** healthcare and wellness industry professionals, including **405** registered nurses. *
- In the past five years, **351** students have enrolled in Cooperative Education Work Experience courses that provide academic credit to students while engaged in a work setting with local businesses.*

Did you know?

- Over **40%** of all US undergraduate students attend community colleges.

Source: AACC 2017 Community College Fast Facts.

- Nearly **9 in 10** community college students stay in Illinois for employment in the 5-year period after graduation.

Source: ICCB, Illinois Department of Employment Security, Northern Illinois University Center for Governmental Studies, Illinois Community Colleges' Economic Impacts, 2014.

College Level General Facts**

- Total college-level student population: **12,000+** (14,000+ all credit)
- Average student age: **25**
- **68%** attend part time, **32%** attend full time
- **21%** of students are in a career program
- **217** full-time faculty, **999** adjunct faculty

* *Source: CLC Data Warehouse (Academic Year 2012-2013 to 2016-2017)*

** *Source: CLC Data Warehouse (Fall 2017 Census)*

CLC Strategic Plan

Glossary of Key Planning Terms

Mission – who we are, what we do, who we do it for; establishes focus and constraints

Vision – where we want to go in the long-term; what we want to be; something to strive for; short, easy to remember phrase is best

Values – guiding principles that shape the behavior and expectations for all members and representatives of the College of Lake County; often require further definition to ensure what each value means in terms of expected behavior; should be a relatively short list that people can remember

Goal – Broad statement to what is to be accomplished

Objectives – A measurable statement about the end result that a service or program is expected to accomplish in a given period of time. Operational intents that flow from an analysis of the college's goals

Action Plans – Specific initiatives, activities, programs or events that lead to successful attainment of the Strategic Objectives

Key Performance Indicators (KPIs) – A standard used to evaluate and communicate performance against expected results; helps the College of Lake County gauge progress toward effective implementation of strategy

Approved by CLC Board of Trustees, 5/25/2010

Dear CLC Career Advisory Committee Member:

On behalf of the Board of Trustees and the administration at the College of Lake County, thank you for supporting the college by contributing time and expertise through service on a career advisory committee. Our goal is to serve the community by helping to build a highly qualified workforce; however, this does not happen in isolation. Business partners are more crucial than ever to ensure the college is responding effectively to the needs and expectations of Lake County employers.

Innovation is a tenet fostered across all of our career programs and can be one of the best ties to local businesses. As you grow and adapt in your particular industry, remember the College is ready to partner in new and improved ways. We hope you also see ways to be innovative with your role on the committee, including fresh connections for our students and your business. Internships, cooperative education opportunities, and mentoring can be powerful tools that carry students through to their next step after CLC.

The sections that follow provide an overview of the roles and responsibilities of career advisory committee members, the range of committees at CLC, and the institution's strategic plan. Thank you again for your participation and commitment to the College of Lake County.

Sincerely,



Dr. Richard J. Haney
Interim President

What CLC Faculty Members say about Advisory Committees:

The career advisory committees are extremely critical to the current and future planning of the college's curriculum and equipment purchases. Their involvement maintains relevancy and provides insight into skill and knowledge deficiencies identified through hiring practices and day-to-day work requirements. They are an integral component and without their support and guidance we as an institution would not be able to maintain our cutting edge.

— Jeffrey L. Hines

Department Chair, CNC, Machine Tool Trades, Welding

The TESOL Certificate Advisory Committee has been instrumental in helping our program provide needed services. Many years ago, CLC was only allowed to offer three of the six courses for the ELL endorsement. Members of the committee urged us to petition the State to offer all six courses. The Committee also provided letters of support. Our petition was granted and 300+ graduates later, our program continues to grow. Our Advisory Committee has also helped us form a partnership with Aurora University through their CAPP program, so that students in select courses can earn graduate credit. Our Committee continues to give us valuable input on improving our program, as well as providing us support with our programs.

— Jacinta Thomas

Department Chair, ELI/TESOL

I appreciate the role our Committee plays in the development and revision of program goals and curriculum, monitoring program needs and expectations, and ensuring program responsiveness to change. Their input is very valuable in terms of curriculum assessment and keeping the program aligned with current practice.

— Margaret Kyriakos

Department Chair, Health Information Technology

The medical imaging advisory committee is a community of dedicated members. Their activeness in student clinical education, student employment and student networking opportunities exemplifies their integrity and commitment to student success.

— Lynn Wiechert

Department Chair, Medical Imaging

CLC Strategic Plan

Institutional Goals and Objectives:

- 1. Advance student learning, success and completion.**
The college will help students identify and work toward their educational goals and prepare to participate in the workforce.
- 2. Maximize educational opportunity and equity in student outcomes.**
The college will enhance, develop and promote educational opportunities and work to increase enrollment and external partnerships.
- 3. Promote excellence in the areas of Diversity, Global Engagement, Sustainability and Wellness as strengths within the college and Lake County community.**
The college will strive to build an inclusive community that recognizes, values and respects people of all cultures and ways of life while cultivating social justice, global citizenship and environmental responsibility.
- 4. Enable a culture of innovation, excellence and continuous improvement.**
The college will promote employee engagement to create and sustain a culture of high performance, intellectual growth, collaboration and innovation that supports continuous improvement of academic programs and college processes.

Revised by CLC Board of Trustees, 6/23/2015

CLC Strategic Plan

CLC Mission Statement: The College of Lake County is a comprehensive community college that delivers high quality, accessible learning opportunities to advance student success and strengthen the diverse communities we serve.

Vision Statement: The College of Lake County strives to be an innovative educational institution offering exceptional learning experiences and to be widely recognized for student success, business and community partnerships and for the achievements of faculty, staff and alumni.

Values

We hold these values to be the cornerstone to fulfilling the College's mission.

1. **Learning:** Compels us to create an atmosphere of academic excellence and life-long learning by pursuing the best ideas, approaches, and methods.
2. **Integrity:** Requires us to work together honestly and respectfully.
3. **Quality:** Commits us to ongoing continuous improvement and excellence.
4. **Service:** Calls on us to serve as a force for improving the educational, economic, social and cultural quality of life of our students and the community.
5. **Accountability:** Guides us to be responsible and exercise good stewardship.
6. **Diversity:** Drives us to embrace and respect the uniqueness of students, employees and community members.

Values approved by CLC Board of Trustees, 4/26/11

Advisory Committee Role and Functions

Members of advisory committees include representatives of small businesses, large corporations, labor unions, faculty from other institutions in similar programs, secondary education instructors, recent graduates of the program, and even high-performing students who are currently enrolled.

Participation involves attending a minimum of two meetings per year and engaging in the following roles:

1. **Advise administration and instructional staff in planning, implementing and improving career and technical education programs.**
 - Assist in reviewing the content of the program curriculum and how well it is organized to meet the workforce needs of Lake County and the region.
 - Review the goals, objectives and occupational skills standards of the career program.
 - Assist the college in determining the appropriate educational outcomes of courses.
2. **Contribute subject matter expertise that allows curriculum and learning environments to match industry expectations.**
 - Assist the college in identifying appropriate industry certifications and standards.
 - Assist in the integration of new technologies, methods, procedures and practices into career programs.
3. **Support career program students and faculty by providing direct feedback and industry experiences.**
 - Engage students in internships, cooperative education work experiences and opportunities to job shadow.
 - Participate in department assessment efforts to review student portfolios and projects.
 - Host a faculty member at your organization to strengthen our partnership and support their ongoing growth in the field.

CLC Career Advisory Committees by Career Cluster

**Business Management,
Marketing and Finance**
Accounting
Administrative Office Systems
Business Administration

Architecture and Construction
Computer Aided Design

Information and Technology
Computer Information
Technology

Education and Training
Early Childhood Education
Teaching English as a Second
Language (TESOL)

Health Science
Dental Hygiene
Emergency Medical Technology
Health and Wellness Promotion
Health Information Technology
Massage Therapy
Medical Assisting
Medical Imaging
Nursing
Phlebotomy
Physical Education
Surgical Technology

**Law, Public Safety, Corrections
and Security**
Criminal Justice
Fire Science Technology
Paralegal Studies

Manufacturing
Automation, Robotics and
Mechatronics
Computerized Numerical Control
Electrical Engineering Technology
Machine Tool Trades
Mechanical Engineering
Technology
Supply Chain Management
Welding

Service Technologies
Automotive Collision Repair
Automotive Technology
Heating and Air Conditioning
Engineering Technology

**Science, Technology, Engineering
and Mathematics**
Laser/Photonics/Optics

**Art, Audio Visual Technology
and Communications**
Digital Media and Design
Technical Communication

**Agriculture Food and
Natural Resources**
Horticulture
Sustainable Agriculture

Hospitality and Tourism
Hospitality and Culinary
Management

Social and Behavioral
Human Services
Social Work

Committee Meetings

- Advisory committees normally have their initial meetings during the fall semester of the academic year. This provides an opportunity to establish priorities for the academic year.
- The number of meetings held each year will vary with the type of committee. However, the committees shall have at least two formal meetings each year.
- If necessary, the advisory committee may meet more often to accomplish special projects or participate in accreditation activities.

Sample Agenda for Advisory Committee Meeting

1. Introduction of committee members and guests
2. College announcements and activities
3. Program update
 - a. Faculty report
 - b. Accreditation results
 - c. Program review
 - d. Enrollment and graduates
 - e. Update on program marketing efforts and strategies being used to recruit, enroll and retain students who are underserved, under represented and from special populations
 - f. New programs report
4. Review of Committee Goals for the Year
 - a. Increase program awareness through joint marketing activities
 - b. Review course sequence and content to ensure program relevance and alignment
 - c. Increase cooperative education and employment opportunities for graduates
5. Old Business
 - a. New certificate or course development progress
 - b. New technology needs to enhance curriculum and instruction
 - c. Employment trends
6. New Business
 - a. Issues for next meeting
 - b. Concerns
 - c. Tentative date for next meeting