Your Advisory Committee: Meeting Expectations and Beyond

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- Academic Team Leader
- Surgical Technology Program
- Lansing Community College
MEETINGS

None of Us is as Dumb as All of Us.
The Advisory Board (Committee)

- **The Keys to Success!** (Brainstorming!)
- Where to begin?
- What will the make-up be?
- Are there Institutional Requirements?
- Are there Standards and Guidelines to be met?
- Are there Mandates: Local/State/Federal?
- Term Limits?
- Where are you now?
- Where do you hope to be?
- **Why do I need such a Committee?**
Who Does the Committee Serve?
Finding The Keys To Success

- Know Your Organization
- Understand the Mission and Vision
- Focus on the Goals of Your Program
- Prepare for the Unexpected
Your Institution.....

♦ Philosophy

♦ Policy

♦ Practice
The 3 P’s: Philosophy, Policy to Practice

- Know your Institutional Philosophy
- Are there Policies to follow?
- Developing your policy (plan)
- Make sure you have a Match
- Prior to Institutionalized Practice:
  - Open-mindedness
  - All Ideas on the Table
  - Empowerment of the Group
  - Push for a Consensus (Trial?)
Where are you now?
Some Things to Consider……

- Do You Have an Experienced Board In Place?
- How is it Working?
- How can it be Improved Upon? (CQI)
- How many times do you meet?
  - Accreditation Requirements
  - Funding Requirements
  - Pre and Post Clinical Experiences
- What if Members do not Show Up?
Where to begin?

- If you were starting a new program, what would you do in establishing an advisory committee?
- What if you had difficulty finding all representatives of the communities of interest?
- Look at times and dates relative to meeting the needs of your committee **(Feed Them!).**
What will the make-up be?

- Accreditation Requirements or Beyond?
- More than one rep from the COI?
What is the intent and purpose?

- What would you cover at meetings?
- Is there a re-occurring theme?

- Goals/Outcomes

- Celebrate Successes (Pass Rates/Employment)
The Purpose of an Advisory Committee? (The “Skinny”)

- To assist educators and administrators in establishing, operating, and evaluating programs and providing feedback.

(www.lcc.edu)
AC: Functions and Requirements

- Assist the program in the decision making process by giving advice and feedback as it pertains to the particular industry or occupational areas.
- Members must understand that recommendations will not always be adopted due to accreditation requirements, legal, financial, physical priorities, or college limitations.
- All committee recommendations or proposals should be highly valued and given due consideration.

(www.lcc.edu)
AC: Functions and Requirements

- Review of the goals and objectives of the program and serve as a communication link between the program and the community.
- Inform the program leadership about the changes and trends in the economy and local workforce including safety standards.
- Review and recommend revisions in the program curriculum.
AC: Functions and Requirements

- Assist in promoting the program and help identify job opportunities for graduates.
- Review and recommend facility and/or equipment improvements as well as assist in identifying donations of equipment for programs.

(www.lcc.edu)
AC: Member Benefits

- Personal satisfaction of knowing you have contributed both to the educational program and the growth of the economic community.
- Satisfaction in knowing you have helped students.
- Satisfaction of knowing you can contribute in strengthening the program and to prepare students to serve the workforce needs of the community.
- Assist in providing advice in the use of educational resources.

(www.lcc.edu)
Member Role

- As a member of an advisory committee, you help to comprise a group of experts in a specific field. You will advise in the development and operation of a particular program, bringing current industry trends, labor market and occupational safety issues to the attention of the committee. You will also advise in the areas of curriculum content within established college guidelines.

(www.lcc.edu)
Member Role Responsibilities

- Attend Meetings Regularly
- Define program outcomes necessary for career/educational preparation.
- Establish criteria and evaluate student performance
- Assist the program leadership with technical information which they find necessary for the program.
- Respect other committee members and help to reach consensus on issues.
- Maintain objectivity and concentrate on the program’s needs.
- Make recommendations for new advisory committee members.

(www.lcc.edu)
Chairperson Role

- To ensure uniformity and consistency in the committee review process by assisting committee members in evaluation skills.

- Work with the committee to identify new committee members.

- Develop and maintain channels of communication between the community, business, industry, and the college.

- Assist with the advisory committee year-end review and continuous improvement process. 

(www.lcc.edu)
Chairperson Role (cont.)

- Provide clerical support to the committee.
- Assist in organizing the year’s schedule and the agenda for each meeting in cooperation with the Co-Chairperson.
- Preside over the meetings.
- Determine strategies for completing the committee’s work.
- Work closely with new committee members.
Co-Chairperson Role

- Generally, an external community member elected annually by a majority vote of the committee members at the first meeting of the school year.
- The Co-Chairperson should be familiar with all of the duties and responsibilities of the Chairperson, and assume the duties of the Chairperson, in his/her absence.
COI = Your Specific Standards

- The communities of interest that are served by the program include, but are not limited to, students, graduates, faculty, sponsor administration, employers, physicians, and the public.
Questions?

- The Purpose of the Advisory Committee
- Membership Roles and Responsibilities
- Meeting Established Institutional Requirements
Dear XXXXXXXX XXXXXXXX Advisory Board Member:

I am writing to inform you of an up-coming meeting. It is at this time that I am requesting your presence at the annual XXXXXXX XXXXXXXX Advisory Board Meeting. This meeting will be held on Wednesday, April 18th, 2012, in our Health and Human Services Building; Board Room #104. Dinner will be served promptly at 5:00pm; the meeting will adjourn no later than 7:00pm.

I sincerely hope that you will be able to attend this meeting. I believe such meetings, and the information shared, serve as an integral component for raising the bar for this program; changes for improvement and enhancement are brought forth, relative to keeping our program and the profession viable and strong in the Lansing and surrounding communities. Please come to share any new ideas you may have for this program (quality, delivery, logistics, student preparedness, etc.) and/or any other ideas you may have, to assist us in creating the paramount program we continue to strive to be. We welcome any ideas/suggestions for change via input from you as the experts, and embrace continuous quality improvement philosophies.

There are some new things happening in this Program and the Profession; both at the National and State levels. I look forward to sharing this information with you. I have enclosed the tentative agenda for the April 18th meeting, along with a response form and a postage-paid envelope, for your convenience. Our desire is that you will continue to provide your expertise relative to assisting in the education and training of such future staff members, exhibiting your commitment to this program, by being in attendance for this meeting.

Please RSVP by April 11th, 2012.

Respectfully,

Academic Team Leader
Lansing Community College 517-483-1432 *enclosures (Agenda/Minutes/Response Form)
The Agenda

- LANSING COMMUNITY COLLEGE
- XXXXXXX XXXXXXXXX ADVISORY BOARD
- LOCATION: BOARD ROOM #104/HEALTH AND HUMAN SERVICES BUILDING
- ANNUAL MEETING/DINNER
  - April 18th, 2012
  - 5:00pm – 7:00pm

AGENDA

- Dinner Served: Welcome and Introductions
- Call to Order: Students in Attendance (Xxxxx Xxxxxxx & Xxxx Xxxxxxxxx)
- Recent Graduates in Attendance (Xxxxx Xxxxxxx & Xxxx Xxxxxxxxx)
- In Your Packet: Past Minutes for Review and Acceptance
- Student Perceptions: Our Student Dynamic/Input from this Year’s Students
- Present Student Assessment: Skills/Work Ethic/Affective Domain (Any Issues with Students)
- Fall Open Labs: Saturday Prep Sessions = Weds/Saturdays: Jeopardy/Perkins Funding
- Scores: (SAE: April 16th) (Cert Exam Coming: 5/16/12 (Overall Assessment)
- A Gold Package: SAE/Membership/Certification/Study Guide/etc. ($297) (PAE gone)
- Updates on the Profession: CAAHEP/ARC-STSA/NBSTSA/AST/MSA-AST/etc.
- Annual Report: Outcomes/Trends/Areas for Improvement (Accreditation Requirements)
- Clinical Site Contracts: In Place and Updates for Fall 2012
- LCC Partnerships: GRCC/MMCC/JCC
- New Equipment for Lab (Simulators: $3500/Specialty Instrumentation: New Insts)
- Our Program Goals: Preparing for Fall ‘12 (3 Learning Domains)
- New 6th Edition Core Curriculum ($175.00): case requirement changes
- Updates/Required Cases/Clinical Visits: 3 per clinical/Mock Lab/Case Reporting
- 3D Modeling Project: Open Appy/Open Bowel
- Ideas/Further Discussion/Ideas
- Adjournment

Next Meeting Date: April **, 2013 (time and specific date = TBA) (Goals/Handbook)
The Meeting Minutes

- Take notes as you go (during the meeting) if you do not have a note taker.
- Use your agenda when constructing your minutes.
- Keep minutes concise and to the point.
- Get the minutes to your committee within one week of the meeting (while things are still fresh in their minds).
- Hit the high points at the next meeting.
Handouts: In Your Packet

Left Side
- Meeting Minutes
- Clinical (Beige)
- Preceptor Roles
- Job Description
- Legislative Update
- Program Goals/Outcomes
- Successes (Celebrate)
- CQI

Right Side
- Agenda (Salmon)
- Top 10 Standards (Yellow)
- The Ambassador (Lilac)
- Community Involvement (Blue)
- Why “Our Program”? 
- Letter: Outstanding Preceptor (Green)
What Makes the Program Run?

The College
The Administration
The Dean
The Chair

♦ The Communities and Public We Serve
  ♦ The Accrediting Agencies
  ♦ The Support Staff
  ♦ The Students

♦ And YOU! Our Highly Valued Advisory Board
College-Wide Updates

- Review Previous Minutes: Main Points
- The Dean and/or Chair

Allied Health & Human Services
Health and Human Services
Things We **Must** Review! (Handouts)

Program Objectives (Goals)* (General)

Program Outcomes* (Prescriptive)

Your Charge as a Member of this Committee

Is the Program Meeting **ALL** Expectations?

Program Handbook (Changes?)
PROGRAM OBJECTIVES (Goals)

Upon completion of the required courses within the program curriculum, the student will be able to:

- Apply the principals of ............
- Interact professionally within ........
- Function in the role of ...........
- Identify the structures and functions of ...........
- Identify and prepare for the specific uses of ........
- Protect and respect the patient’s right to privacy and safety.
- Prepare all equipment ............
- Assist with ............
- Dismantle ............
PROGRAM OUTCOMES

Based on professional and industry standards and competencies as set forth by the Association of XXXXX XXXXXXXX as well as the Commission on Accreditation of Allied Health Education Programs in XXXXXXX XXXXXXXXX, the student, upon completion of the XXXXXXX XXXXXXXXX program, will be able to:

- Successfully complete the XXXXXXX XXXXXXXXXX Exam offered through the National Board of XXXXXXX XXXXXXXXX.
- Utilize the principles.....
- Set-up and prepare the..........  
- Anticipate and........
- Communicate clearly with the entire team.......  
- Advocate for the patient by.......  
- Prioritize and coordinate all aspects of each procedure using.....  
- Recognize safety hazards to self and to others within the.....  
- Employ affective domain skills (promptness, attendance, courtesies, teamwork skills, exemplary work ethic, etc.) as they relate to all aspects of evolving into a highly valued co-worker in........
Standards and Guidelines: 
The Advisory Board

II. Program Goals

A. Program Goals and Outcomes

There must be a written statement of the program’s goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program include, but are not limited to, students, graduates, faculty, sponsor administration, employers, physicians, the public, and nationally accepted standards of roles and functions.

Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with both the mission of the sponsoring institution(s) and the expectations of the communities of interest. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.
Standards and Guidelines: The Advisory Board

- The program should demonstrate that it conducted a market survey, established an expected level of student admissions based on this survey that meets local market demands and provides reasonable opportunity for graduates of the program to secure employment. **The program should then demonstrate that it is admitting students at a rate in alignment with the expectation or has a marketing strategy to reach that level within three years.** The program should also demonstrate that a survey was conducted for the establishment of clinical affiliations. The program should provide a formal statement from a Chair, a Dean, or an appropriate institutional official and from a local committee or group that provides input to the institution indicating that the established expectation and actual practice meet both the institution’s and the community’s needs. **The program should demonstrate an ongoing strategy for monitoring community needs, and should provide yearly updates on the conclusions drawn.**
Standards and Guidelines: The Advisory Board

B. Appropriateness of Goals and LearningDomains

The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest.

An advisory committee that is representative of these communities of interest must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsoring institutional personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.
Standards and Guidelines: The Advisory Board

- **C. Minimum Expectations**
- The program must have the following goal defining minimum expectations: “To prepare competent entry-level (xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

(In Student Handbook)
What Does Your AC Expect of Your Graduates? (Input)

“Bring Your Child To Work Day was a success, so I’d like to try another special theme: Leave Your Bad Attitude At Home Day.”
Questions?

- The Invite Letter (The Best Scheduled Time)
- The Agenda (A Response Form)
- The Minutes
- Requirements of Meeting (S & G)
Let’s Stimulate Some Thinking!
Perception or Reality?

Things you do when you notice a typo

- Ignore it
- Look down at your keyboard to see if the two letters are close to each other
Perception or Reality?

Likelihood of You Knowing the Answer to the $1,000,000 Question

- When You're in the Hot Seat: 0%
- When You're the Phone-a-Friend: 0%
- When You're Watching at Home: 100%

GraphJam.com
Perception (Mock) Versus Reality
Perception (Mock) Versus Reality

Mock Advisory Committee

Real Advisory Committee
Your Advisory Board: Do’s/Don’ts/ and Options

- Avoiding the “Yes” Board.
- Avoiding the Administrative Over-load.
- Are there other stakeholders to consider?
- The Institutional Imbalance.
- The Autonomy Implied.
- The Appreciation Factor.
- Term Limits: It’s Your Call
- Dealing with the Non-Attendees
- The Chair Role/Officers
- Outside Chairs?
- Learn from things that Do Not Work (Creative?)
LIMITATIONS

Until you spread your wings, you'll have no idea how far you can walk.
Avoiding the “Yes” Board.

- Do you want conflict on the board?
- What if personality conflicts exist?
- Should Everyone Always Agree?
- What if a consensus cannot be achieved?
Avoiding the Administrative Over-load!

Ever had a meeting with more institutional representation than outside representation?

- How might this affect the meeting?
- How would voting issues be handled?
- Might you do something to make changes before the meeting starts?
- What impressions might be inferred by the outside personnel coming to this meeting?
Are there other stakeholders to consider?

OK, Who Wants to Serve on an Advisory Committee?

- Other than required?
- Who fills the PM Role?
- Do COI persons ever need to be clarified relative to role/credentials?
The Autonomy Implied.

- Does the Board Member Influence Matter, or is it just a symbolic move to meet accreditation standards?
The Appreciation Factor.

Do you do anything for the board?

- Gifts
- Dinner
- Etc.
Term Limits: It’s Your Call

- Do you have them?
- The Pros
- The Cons
- Competent Members
TEAMWORK
A few harmless flakes working together can unleash an avalanche of destruction.
Dealing with the Non-Attendees: Too Busy with Other Things?

- How do you get their input?
- Conference Call?
- Follow Up Call?
- Email?
The Chair Role

- Do you alternate Chairs?
- What about an Outside Chair?

NEVER BE AFRAID TO SAY WHAT YOU FEEL
Your Board Team

- Choosing the Players
- Leaders to Lead
- Public Input?
- Student Input?
- Graduate Input?
Becoming A Leader

• Leading By Example
• Matching Your Vision
• Cultivating the Environment.
• Getting the “Buy-In”
• Open to Change!
• The Common Path
  • The “Same Page”
Inter-Personal Communication

- Active Listening
- Respectful Interaction
- Courteous Response
- Personnel Changes?
The Advisory Committee: The Basics for Effective Meetings

- Lead with Thought Provoking Questions/Issues
- Concise Agenda
- Focus on Tasks at Hand
- Clear (Charge)Assignments
- Initial Focus/Re-cap
- Outside Assignments?
For The Advisory Committee...

Questions to Ponder...Full Circle

- Are we meeting your expectations and needs?
- What do you see as your future needs?
- What advice might you have for myself, faculty, staff, students and administration?
- Is this meeting informative for you?
- Is there anything you would like to see changed relative to this meeting or the functioning of this committee/board?
- Are you familiar with our Program Goals & Outcomes?
  - We Will review at the Spring 2013 Meeting
- What can we do for you?
THANKS TO YOU!
YOU FOLKS MAKE THIS PROGRAM AND ITS STUDENTS A SUCCESS!

- Your Expertise and Assistance in this On-going Educational Endeavor Continues to make this Program in the field of Xxxxxxxx Xxxxxxxx, the Best that it can Be!
- As Always, this is A “WE” Collaborative Effort!
- We Thank YOU!
Ideas/Further Discussion/Questions?
Everything Communicated Clearly?
A Little “Ponderism”?
The End!
Thank You!
Questions?