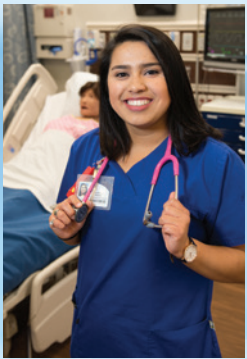


**Advisory
Committee
2023 HANDBOOK**



**WORKFORCE
DEVELOPMENT**

ADVISORY COMMITTEE HANDBOOK

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

Dr. Neil Matkin joined Collin College as the third district president on April 6, 2015. Under the guidance of Dr. Matkin, Collin College has witnessed significant advancements and achievements. Working closely with the district's Board of Trustees, Dr. Matkin implemented a strategic plan that focuses on student engagement, success, fundraising, fiscal management, and expanding accessibility to higher education. This vision aligns with the college's mission, purpose, and core values. Throughout his tenure, Dr. Matkin has fostered a culture of innovation, promoted diversity among the college's employees, introduced the first baccalaureate degrees, and strengthened community connections. Additionally, his leadership has led to the establishment of the iCollin Virtual Campus, the IT Center at the Frisco Campus, the Public Safety Training Center, and campuses in Allen, Celina, Farmersville, and Wylie.

Before joining Collin College, Dr. Matkin served as the executive vice president of the Louisiana Community and Technical College System, overseeing 16 colleges. He has also held positions as the president of the Central Campus of San Jacinto College, vice chancellor and chief information officer for the Virginia Community College System, and chief administrative officer for the Illinois Century Network.

Dr. Matkin holds several academic degrees, including Associate of Arts, Bachelor of Arts, Master of Science, and Master of Business Administration. He earned his Doctor of Education degree from Texas A&M University-Commerce.



COLLIN COLLEGE

Collin College was established in 1985 and began offering its first classes at area high schools. The college now serves more than 57,000 credit and continuing education students annually. Collin awards Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science degrees and offers more than 200 degree and certificate programs in a wide range of disciplines. The college offers four baccalaureate degrees: a Bachelor of Applied Science (BAS) in Clinical Operations Management, a Bachelor of Applied Science (BAS) in Construction Management, a Bachelor of Applied Technology (BAT) in Cybersecurity, and a Bachelor of Science in Nursing (BSN). 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, The University of Texas at Dallas, and the University of North Texas.

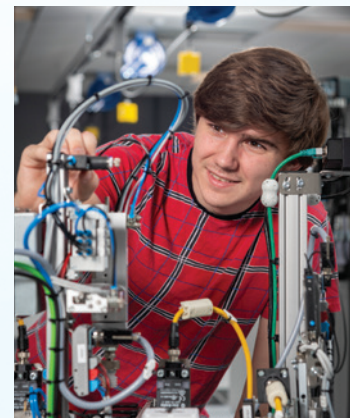
Collin College offers both general and department-specific articulation agreements with most public universities in Texas. These agreements serve the goal of providing seamless transfer pathways to degrees at those universities, so that students who follow a recommended program can transfer without losing 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 at a number of off-campus instructional sites throughout its service area. 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 11 locations, including the McKinney Campus, Plano Campus, Frisco Campus, Courtyard Center in Plano, Collin Higher Education Center and the Public Safety Training Center in McKinney, as well as the Rockwall Center, Technical Campus located in Allen, Wylie Campus, Farmersville Campus, and Celina Campus.

Dual Credit: High school students can take Collin College courses and simultaneously receive credit toward their high school diplomas and college degrees. Students can take dual credit classes taught by Collin College professors at their high schools or on a college campus. Collin College partners with 16 independent school districts and serves more than 10,500 students in the program.



iCollin Virtual Campus: Collin College provides students with a wide range of online credit classes through the iCollin Virtual Campus in addition to traditional face-to-face courses.

Offsite: In addition to the other sites noted, classes are offered at various locations throughout Collin County.

Weekend College: Collin 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, and hybrid courses (in which classes are taught partially online and partially in the classroom), which appeal to students balancing work and college.

Collin College focuses on high-quality education that is affordable as well as accessible. Academic preparation at Collin College allows students and graduates to excel in their pursuit of education and skills achievement.

Collin College alumni have pursued successful careers in various fields, including education, healthcare, public safety, entrepreneurship, business ownership, community service, and more.

The impact of Collin College's students, who embody the institution's mission and core values, will endure as a lasting legacy, spreading their influence and making a meaningful difference across the globe.

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 its program 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 curriculum designed 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 members are vital contributors to the development of new programs and the ongoing enhancement of existing programs. Their service encompasses the following areas:

- **providing** a communication channel between career education and the community;
- **stimulating** public awareness of workforce education needs and contributions; and
- **advocating** 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. An advisory committee:

- **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 and 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;
- **carries** out initiatives by assisting with surveys, assessment development, and institutional program reviews; and
- **assists** program personnel with business connections for potential scholarship funding opportunities.



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.

- Emphasizing business, industry, and labor organizations, the advisory committee should comprise members from both the private and public sectors. This includes employers who value hiring Collin College graduates and are dedicated to advocating for the program.
- 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.

CHAIR AND VICE CHAIR OF THE ADVISORY COMMITTEE

The initial chair and vice chair 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 chair and vice chair 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 chair prior to each meeting in order to establish and review the agenda for scheduled meetings and other relevant issues. If the chair is unable to lead the meeting, the vice chair will facilitate the meeting. Any change to the committee chair position should be discussed as an agenda item with the committee.

OUR COMMITMENT TO THE ADVISORY COMMITTEE MEMBERS

Collin College is grateful for your service to help our programs remain relevant, allowing us to supply a competent workforce for our region and beyond. We understand that your time is valuable. While the college will retain your advisory board information, including email address and other contact information, the college will not share such information for marketing or other purposes. Your information is subject to disclosure in accordance with state law, but we will ensure that any requests for your information are processed in compliance with the law.

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.

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.

COLLIN COLLEGE WORKFORCE ADVISORY COMMITTEES 2023

Agriculture, Food, and Natural Resources

Urban Sustainable Agriculture, AAS

Architecture and Construction

Computer-Aided Drafting & Design, AAS
Construction Management, AAS
Construction Technology–Carpentry, AAS
Construction Technology–Electrical, AAS
Construction Technology–Facilities Management, AAS
Construction Technology–Plumbing, AAS
Construction Technology–Safety, AAS
Heating, Ventilation and Air Conditioning, AAS
Interior Design, AAS

Arts, Audio Visual Technology, and Communication

Animation and Game Art, AAS
Commercial Music, AAS
Commercial Photography, AAS
Communication Design, AAS
Interpreter Training Program, AAS
Video Production, AAS

Business, Marketing, and Finance

Banking and Financial Services, AAS
Business Management, AAS
Business Office Support Systems, AAS
Human Resources and Organizational Development, AAS
Insurance Management, AAS
Marketing, AAS
Real Estate Management, AAS

Education and Training

Early Childhood Educator, AAS



Health Science

Dental Hygiene, AAS
Diagnostic Medical Sonography, AAS
Emergency Medical Services Professions, AAS
Esthetician* (*coming soon*)
Health Information Management, AAS
Health Professions, AAS
Medical Assisting Advanced Practice, AAS
Medical Massage Therapy* (*coming soon*)
Nursing, ADN

Nursing, RN to BSN
Nursing–Vocational, Certificate
Pharmacy Technician, AAS
Physical Therapist Assistant, AAS
Polysomnographic Technology, AAS
Respiratory Care, AAS
Surgical Assisting, Certificate
Surgical Technology, AAS
Veterinary Assisting* (*coming soon*)
Veterinary Technology, AAS

Hospitality and Tourism

Culinary Arts, AAS
Hospitality and Food Service Management, AAS
Pastry Arts, AAS
Sport and Recreation Management, AAS

Information Technology

Cloud Computing, AAS
Computer Networking, AAS
Computer Systems, AAS
Database Development, AAS
Web Development, AAS

Law, Public Safety, Corrections and Security

Fire Science, AAS
Law Enforcement*
Paralegal and Legal Assistant, AAS

Manufacturing

Welding Technology, AAS

Science, Technology, Engineering, and Mathematics

Biomedical Equipment Technology, AAS
Biotechnology, Certificate
Electronic Engineering Technology, AAS
Geospatial Information Science, AAS
Information Systems Cybersecurity, AAS
Robotics and Automation Technology, AAS

Transportation, Distribution and Logistics

Automotive Technology, AAS
Automotive Technology–Honda PACT
Automotive Technology–T-Ten Toyota
Collision Technology, AAS
Supply Chain Management, AAS

*Continuing education course

HOW TO SUCCESSFULLY CONDUCT 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 in minutes of present, absent, or excused members
3. Approval of prior meeting minutes
4. Discussion of old business
6. Program updates from faculty/staff
7. Discussion of new business, new program initiatives, and curriculum change
8. Discussion of emerging trends
9. Committee member comments and concerns
10. Adjournment

The method used by members to initiate a detailed discussion is by moving motions. A motion is a proposal whereby 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 who 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.

WORKFORCE ADVISORY COMMITTEE FORMS

The following district-wide forms are mandatory and are available from your campus workforce advisory committee representative. You may contact your assigned immediate supervisor for further information.

Members Roster

Meeting Agenda

Meeting Minutes

Welcome Letter

SERVIC



CELINA CAMPUS
2505 Kinship Parkway
Celina, Texas 75009



FARMERSVILLE CAMPUS
501 S. Collin Parkway
Farmersville, Texas 75442



FRISCO CAMPUS
9700 Wade Blvd.
Frisco, Texas 75035



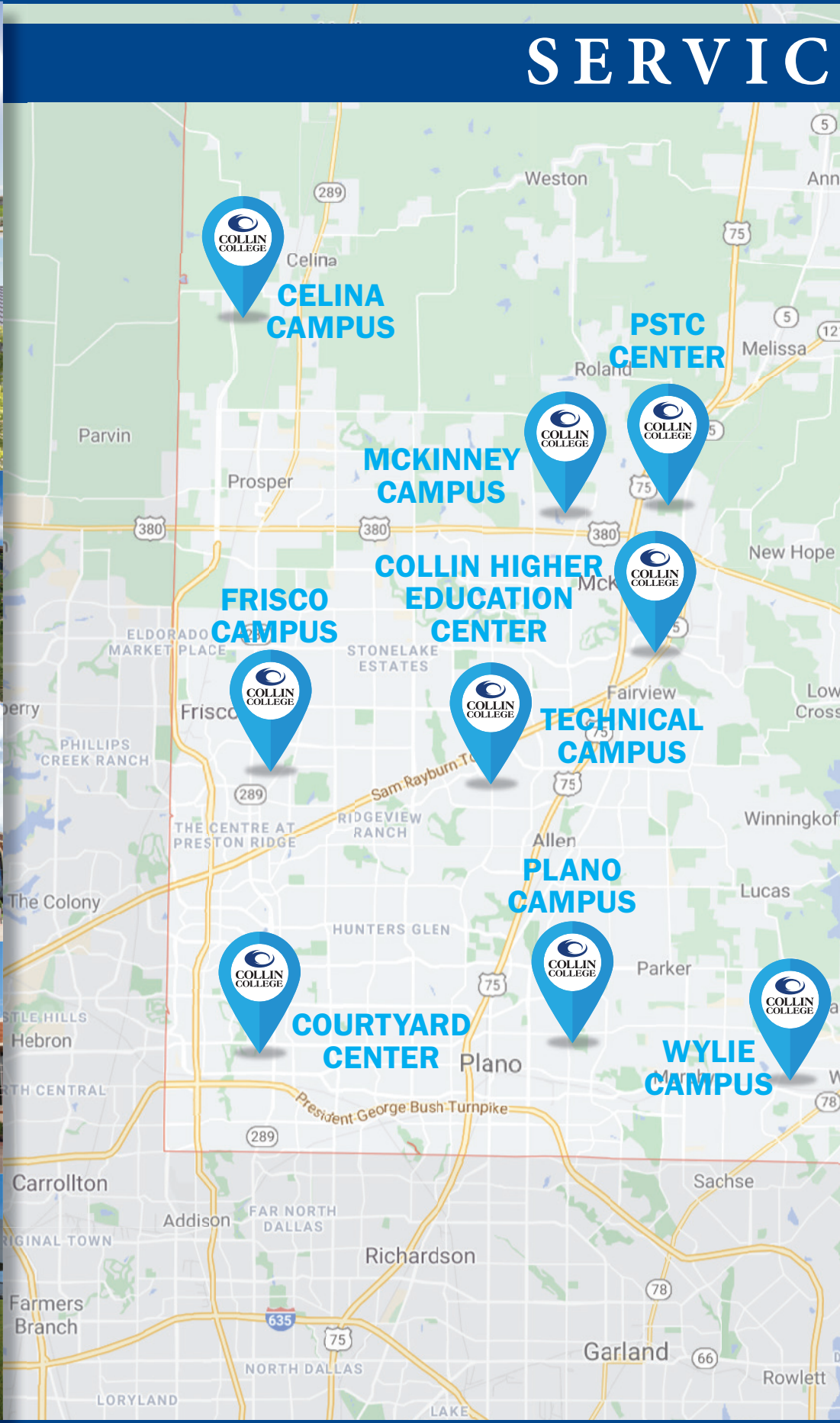
MCKINNEY CAMPUS
2200 W. University Drive
McKinney, Texas 75071



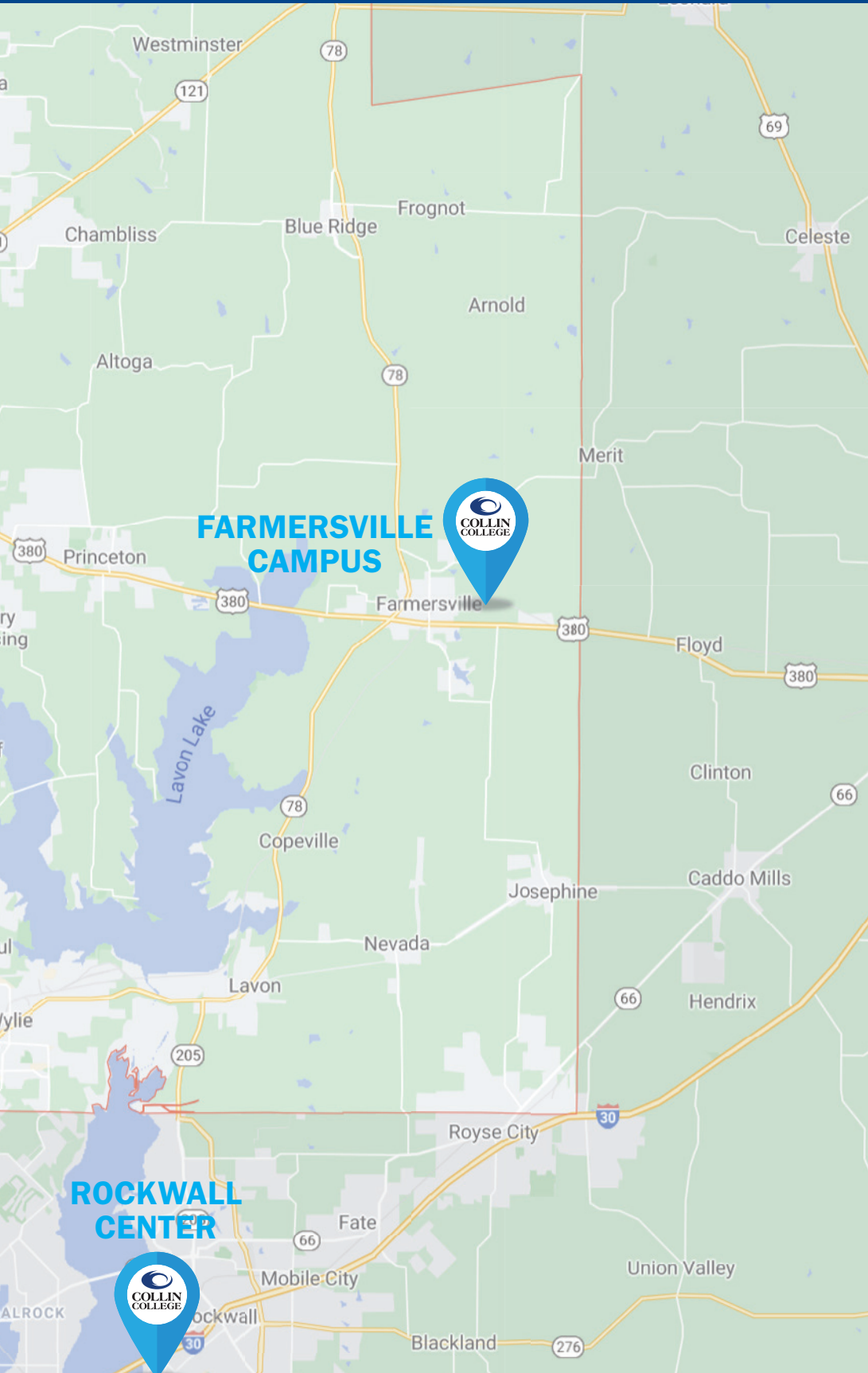
PLANO CAMPUS
2800 E. Spring Creek Parkway
Plano, Texas 75074



TECHNICAL CAMPUS
2550 Bending Branch Way
Allen, Texas 75013



E AREA



WYLIE CAMPUS
391 Country Club Road
Wylie, Texas 75098



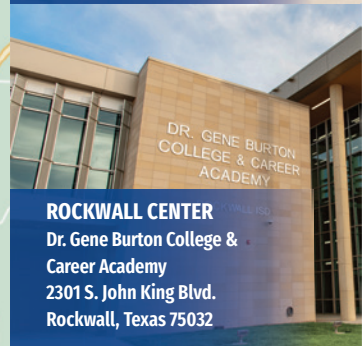
COLLIN HIGHER EDUCATION CENTER
3452 Spur 399
McKinney, Texas 75069



COURTYARD CENTER
4800 Preston Park Blvd.
Plano, Texas 75093



PUBLIC SAFETY TRAINING CENTER
3600 Redbud Blvd.
McKinney, Texas 75071



ROCKWALL CENTER
Dr. Gene Burton College & Career Academy
2301 S. John King Blvd.
Rockwall, Texas 75032



COLLIN VIRTUAL CAMPUS
(administrative offices)
2800 E. Spring Creek Parkway
Plano, Texas 75074

