**AMARILLO COLLEGE**

**ADVISORY COMMITTEE | BUSINESS LEADERSHIP COUNCIL (BLC)**

**HANDBOOK**

**Last update: Feb. 2025**

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# Purpose

The purpose of this handbook is to describe the philosophy of Amarillo College concerning the use of advisory committees and to define the major functions and responsibilities of advisory committee members.

# Philosophy of Advisory Committees / Business Leadership Councils

The Career and Technical programs offered by Amarillo College are designed for students who desire an education in a specific occupational field. Each program is structured to meet specific employment opportunities that are expected to exist at the time students complete the educational process.

The success of these programs in preparing a student to meet the job market requirements of a particular profession is dependent upon a close cooperation among the college and the businesses who will be seeking the graduates as employees. One method of ensuring this close cooperation is to utilize an advisory committee or business leadership council made up of prospective employers and their employees from outside the formal educational discipline. These committee members are professionals who can advise the educational staff on establishing and maintaining a quality program – one that is current and provides an education that fulfills the needs of an entry-level employee.

In Texas, program advisory committees are ***mandated*** by the Texas Higher Education Coordinating Board (THECB). As the name implies, an advisory committee / business leadership council is strictly advisory in nature. Its function will be to assist and support the program manager rather than to administer, establish, or direct college policy. The THECB requires that each program advisory committee / business leadership council meet at least one time during each academic year. Some programs, accredited by external agencies, are required by those agencies to meet more often. Business leadership councils may meet up to four times a year to (1) introduce the BLC model to new council members, (2) vote and discuss the knowledge, skills, and abilities taught in a program, (3) for faculty crosswalk feedback to industry on the KSAs taught in classes alongside industry vote, and (4) to discuss new or anticipated trends in the industry.

# Advisory Committee / Business Leadership Council Membership

Responsibility for the organization of an advisory committee or a business leadership council and the selection of its members rests with the dean, the coordinator, and the faculty of the program.

Advisory Committee members should be residents of Amarillo or of those communities within the service district of the college and where program affiliates are located. A “program affiliate” is any business that has contracted with Amarillo College to provide students of the respective program with hands-on training in the discipline. The following criteria is used to select the advisory committee members:

1. The member should have a general interest in post-secondary education.
2. The member should be willing to serve on the advisory committee, and any sub-committee, and attend the scheduled meetings.
3. The member should be willing to express and defend a point of view (be proactive).
4. The member should be willing to learn about the structure and operation of the Amarillo College program being served by the committee.

Specific membership for any Advisory Committee (Committee-of-the-Whole) shall include the following members:

1. Adjunct faculty from each Program Affiliate where students are placed for training purposes;
2. Community representative (someone not directly associated with the discipline or College);
3. Representative from higher education outside the discipline (can be AC employee/faculty member from another program);
4. Student representative (elected by the students enrolled within the program or recommended by coordinator/chair or dean); and,
5. Other members as deemed appropriate by the program manager.

If additional assistance is needed by the committee in solving a unique problem, special advisors may be invited by the college President and/or program Manager to provide such assistance. These experts would participate in the work of the committee on an ad hoc basis and serve strictly in an ex-officio capacity.

Ex-officio membership for the Advisory Committee shall include the following positions:

1. Vice President of Academic Affairs;
2. Instructional dean;
3. Program manager:
4. Program faculty;
5. Respective divisional advisor and any special advisor that may be appointed; and
6. Perkins manager.

***Ex-officio members may participate in all discussions but may not make motions or second motions and may not vote on any matter when a vote is taken.***

# Advisory Committee / BLC Function

The Advisory Committee / BLC shall be concerned with providing program assistance in each of the following areas:

1. Curriculum content (specific courses);
2. Curriculum pattern (order of courses);
3. Standards of excellence in all courses;
4. Student evaluation;
5. Student placement and program affiliations;
6. Employment needs surveys;
7. Recruitment of new students;
8. Admission procedures;
9. Graduate placement and follow-up; and
10. Community College relations.

# General Instructions

## Meeting Frequency

The advisory committee shall be required to *meet a minimum of one time during each school year* but may meet more often as deemed necessary.

## Quorum

Prior to the start of the annual meeting, ensure you have a quorum. (A quorum is one half of your committee members plus one. Please verify you are expecting a quorum at least two days prior to your meeting. If you feel you will not make a quorum, then you will need to reschedule your meeting for another date and time.)

## Chairperson

The program manager shall appoint one committee member from the group to serve as the committee chairperson for that academic year. Specific duties of the chairperson include:

1. Preside at all meetings of the Committee-of-the-Whole;
2. Serve as an ex-officio member of all sub-committees; and
3. Designate any sub-committee and appoint the committee chairperson and its members, and charge the committee with its specific assignment.

## Meeting Minutes

Minutes for all meetings of the Committee-of-the-Whole shall be recorded by the division/ department secretary or assigned designee. Minutes for any sub-committee reports shall be recorded by one of the sub-committee members at the direction of the sub-committee chairman. Minutes of all meetings and the advisory committee membership will be posted on the Amarillo College *Electronic Archives, Minutes: Advisory Committees* web page: <https://www.actx.edu/archives/minutes-advisory-committees>.

## General Meeting Agenda

The agenda items for each meeting of the committee-of-the-whole shall include, but not necessarily be limited to the following items:

1. Appointment of a committee chairperson
2. Introduction of everyone in attendance, including any guests
3. Review and approval of the minutes from the previous meeting
4. Continuing education report
5. Report from the division advisor
6. Old business
7. Member reports
8. Ex-Officio Member Reports:

A. Report from the program manager

B. Report from each faculty member (if any)

C. Vice President of Academic Affairs

D. Instructional dean

1. New business
2. Adjourn

## Template for Meeting Minutes

A meeting minutes template can be found at <https://www.actx.edu/archives/minutes-advisory-committees>. This template is recommended by the THECB and includes information that must be in all meeting minutes.

## For Recorders/Notetakers

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note “no action or vote taken” in the section.

## Signatures and Routing

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes*. Afterwards, send it to dean for review and final initial before you submit to the library for the electronic archives.

# Business Leadership Councils

## Definition and Essential Elements

Business leadership councils or BLCs are based on the Business Industry Leadership Team (BILT) model designed by Dr. Ann Beheler under the National Convergence Technology Center[[1]](#footnote-1) and funded by the National Science Foundation. Amarillo College uses the term BLC to refer to the BILT model. Specifically, the BILT/BLC model focuses on business/industry partners being in a co-leadership role for CTE, i.e. AAS, programs at a college. BILT/BLC models are program specific rather than sector based, and members of a business leadership council are subject matter experts in their fields. Rather than passively reviewing curriculum compiled by faculty,

business/industry partners participating in a BLC identify and talk through the necessary knowledge, skills, and abilities that entry level employees need in their respective industries and inform the faculty of these skills. The faculty then use this information to align the curriculum directly to the current and future needs of the industry.

Generally, there are six essential elements do using a BILT/BLC model: (1) frequent meetings with industry/business partners, (2) discussion on trends in the industry, (3) faculty attendance to all meetings, (4) job skills validation meeting where business/industry partners vote on the knowledge, skills, and abilities entry level employees are expected to have within the next 12-36 months, (5) faculty crosswalk on the findings from the skills validation meeting again the current program curriculum, and (6) faculty feedback to industry on crosswalk.

Several programs at AC have active and productive BLCs. For guidance on how to adopt a BLC for your program, talk with the college Perkins Director.

# References

Beheler, A. (2018). BILT Basic. <https://www.youtube.com/watch?v=dy8CsWJJECo>

Beheler, A. (n.d.). *Developing a Business Leadership Team to enhance employer engagement*. Perkins Collaborative Resource Network. <https://www.pathwaystocredentials.org/Tutorial1/BILT-Presentation-OCTAE.pdf> or [video](https://www.pathwaystocredentials.org/Tutorial1/video-page.php).

Beheler, A. and Clunis T. (2024). *Strategically improving employer engagement through the BILT model*. <https://tacc.org/sites/default/files/2024-01/bilt_model_pre-institute_with_ann_beheler-cord_presentation_tstpi2.pdf>

CORD. (n.d.). *A look at the partnerships between employers and community and technical colleges: Observations and recommendations*. <https://www.pathwaystoinnovation.org/wp-content/uploads/2022/08/ECMC-Employer-Engagement-in-Career-Pathways-Programs-Study-Report.pdf>

THECB. (2022). [Guidelines for Instructional Programs in Workforce Education](https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/guidelines-for-instructional-programs-in-workforce-education-gipwe/) (GIPWE)

# Acknowledgement Form

I hereby acknowledge that I have received a copy of the Advisory Committee/Business Leadership Council Handbook and that I have also read and understand the policies and procedures within. I will adhere to all guidelines set forth within the handbook to the best of my ability. I also understand that it is my responsibility, as the program manager/coordinator, to ensure that we are in compliance with all policies and procedures here within.

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Program Manager/Coordinator Date

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Dean Date

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Vice President of Academic Affairs Date

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Perkins Director Date

1. Visit [Pathways to Innovation](https://www.pathwaystoinnovation.org/) for information on that BILT Academy, Model Overview, Essential Elements. [↑](#footnote-ref-1)