

## MEMO

**To:** Marge Skold  
**From:** Sally Griffith  
**Date:** December 18, 2009  
**Re:** 2009-2010 Advisory Committees

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Please find attached information about Harper's 2009-2010 Career Program Advisory Committees. We have active advisory committees for each of the following career programs:

Accounting	Fire Science / Emergency Management
Architectural Studies	Graphic Arts Technology
Building Codes & Enforcement	Hospitality Management
Certified Nursing Assistant	Interior Design
Computer Information Systems	Law Enforcement & Justice Administration
Dental Hygiene	Maintenance Technology
Diagnostic Imaging, includes:	Management/Supply Chain Management/ International Business
• Cardiac Technology	Marketing/Mass Communications
• Diagnostic Medical Sonography	Medical Office Administration
• Radiologic Technology	Nanoscience Technology
Dietetic Technician	Nursing
Early Childhood Education	Paralegal Studies
Education/Paraprofessional Educator	Radiologic Technology
Electronics Engineering Technology	Refrigeration & Air Conditioning (HVAC)
Fashion Design/Merchandising	Sign Language Interpreting
Financial Services	

These committees are established to provide communication between the College and its various constituents from the Harper Community. Through this communication, the faculty of Harper College will maintain an awareness of the changing career and professional needs of business, industry, and government so that they can respond to those needs by providing a relevant educational program.

Active advisory committees consist of no fewer than five members and no more than 15 members. The members of the committee are asked to serve two year terms and that membership can be extended. They represent the community that the college serves. At least 70% of the members must be external to Harper. Program Coordinators are part of the committee. Other faculty, both full time and adjunct, are invited to attend the meeting as observers. Please find attached the membership lists for each of these advisory committees. Included in this list are professional titles and place of employment.

Only three approved Harper College Career Programs are not included in the above list:

- Emergency Medical Services – This is a program that is provided through a contract with Northwestern Community Hospital. The program is required by the State of Illinois to have an advisory committee. The program is totally in compliance and shares the activities and minutes from its advisory committee with Harper College and the Dean of Health Careers.
- Environmental Health and Safety – Although approved and listed in the Harper College Catalog, classes have never been offered in this program, and an advisory committee has never been formed.
- Human Services – Approval for this program was obtained in Fall 2009. Classes are planned to begin in April 2010. The program was designed with the assistance of a panel of area employers who will serve as the program's first advisory committee. Members have agreed to sit on the committee which will meet for the first time in Spring 2010.

Two new communication tools were developed in Fall 2009 to better inform advisory committee members about the role of Advisory Committees and to recognize their contribution to the College.

Each member of the advisory committees received a certificate that recognized their contribution to the career program for the program years 2009-2011. Over 300 of these certificates were distributed.

Each Advisory Committee member was also sent a Career Program Advisory Committee Handbook. This Handbook included :

- A welcoming letter from Dr. Ender;
- A list of all the Career Programs indicating the Division and Dean for each program;
- The Harper College Mission Statement, Vision, and Core Values; and
- Specific information about advisory committee membership and expectations for participation.