



OCCUPATIONAL ADVISORY COMMITTEES

In today's rapidly changing workplace, it is important that Thaddeus Stevens College and the businesses and industries we serve work closely together in providing career and technical education programs and training that is representative of today's workplace standards.

To accomplish this, each of Stevens College's 25 major technology programs has an Occupational Advisory Committee comprised of representatives from business, industry, education, associations and alumni whose experience and abilities represent a cross section of their industry.

Each Advisory Council meets at least twice annually and serves an integral role in the evaluation, development and guidance of the program's curriculum pertaining to technological change. Some of the areas of advice include providing dialogue on curriculum, equipment selection, facility design, budget, student competencies, and student placement and internships. They also serve as program ambassadors in community outreach and in the strategic and financial well-being of the program.

Our goal is to make sure each program represents the needs of the industry, as we train our graduates to enter the workforce and potentially be an employee. We want to be responsive to your needs.

What is involved?

Flip this page over and you will see the Role of the Committee. Don't be frightened by the list. The level of involvement is up to you. If you could help in just one of the areas listed, that would be fine.

How much time do i need to invest?

Again, that is up to you. We would like to meet two times a year depending on agenda items.

Are you too far away to attend a meeting?

Not a problem. As you can see on the list there are many ways to be involved. We've had members on the committee from the western part of the state. Your input is valued.

Interested in more information?

- Please contact a member of the program's technical faculty found on the college website at <http://stevenscollege.edu/about/directory/>.
- Or Laurie Grove, Director of Career Services at grove@stevenscollege.edu or 717-396-7188.



Thaddeus Stevens

College of Technology

ADVISORY COMMITTEE ROLES

Curriculum Development:

- Reviewing curriculum materials for state-of-the-art content
- Identifying competency levels and performance standards
- Identifying employability skills
- Reviewing instructional materials
- Encourage applied education in the classroom

Public Relations:

- Obtaining effective media coverage
- Recognizing outstanding educators
- Recognizing outstanding students
- Being visible in support of programs during public and special events
- Presenting to civic and community groups
- Recommending technical resource personnel
- Providing classroom speakers from business and industry
- Providing tours and field trip experiences
- Providing sample kits and supplies
- Securing additional funding and donations for materials and equipment
- Evaluating realistic safety policies

Job Placement:

- Providing students with cooperative training opportunities and internships
- Providing full and part-time jobs to qualified students
- Coordinating potential job openings with other employers
- Conducting/sharing occupational surveys and employment forecasts

Recruiting:

- Assisting in recruiting instructors
- Assisting in recruiting new students - secondary, postsecondary and adult

- Assisting in recruiting new Advisory Committee members

In-service Training:

- Providing summer and part-time employment experiences for instructors to upgrade skills
- Providing in-service activities for instructors on current methods and processes
- Obtaining counsel and assistance on special problems and new undertakings
- Encouraging and stimulating personal initiatives
- Supporting departments in sending teachers to professional meetings and conferences

Leadership Activities:

- Designing skill and testing events
- Judging competitive events developed by recognized student organizations
- Gathering contributions of equipment/supplies for the events and awards
- Sponsoring and recognizing student activities and leadership events

Legislative:

- Arranging tours for legislators through the TSCT facilities
- Communicating with legislators about the benefits of TSCT for students and the community and advocating for program needs staying current on new legislation

Program Evaluation:

- Reviewing goals/objectives of the program examining outcomes relating to quality and quantity of graduates and job placement
- Participating on program evaluation teams assuring that programs are up-to-date and technologically current