

P-16 Advisory Board Charge The Unit

The P-16 Advisory Board serves as a broad-based advisory group that provides feedback to the Director of Education and Unit on important items that influence faculty, staff, and teacher candidates within the college.

Purpose and Definition

Partnering with area educators and administrators has remained a top priority for the Unit at Lane College. These professional partnerships have now developed into a formal P-16 Advisory Board set to specifically address critical field issues. The board is establishing processes aimed at sparking a desire in students to pursue a teaching career, guiding new teachers along a pathway for success in an ever-changing profession, while also providing a voice for open communication among university and school partners. In addition, the P-16 Advisory Board will provide a forum where education faculty and students are guided by discourse related to problems of practice in education.

The intent of the Advisory Board is to provide a continuous dialogue that will promote a healthy partnership and improvements at the college, district, and school level. We envision a teacher education program where college faculty and P-12 education leaders work together in the spirit of cooperation, promoting a positive change that produces effective educators for the 21st century.

Bringing a congenial and collaborative spirit to the group's mission, members will work to establish opportunities that enhance reciprocal partnerships among Unit leaders and area educators while providing feedback about education programs, policies, and procedures. The board will meet once a semester, discussing P-16 initiatives that impact students from preschool through graduate school and into the educational profession.

P-16 Advisory Board Membership

1. Advisory Board members are appointed by the Director of the Education Unit in consultation with Education Unit Members.
2. Nominations for membership may be submitted by any current member.
3. Advisory Board Membership may include K-12 teachers and school administrators, both active and retired.
4. Advisory Board Members will serve for a period of three years. After having served two terms, individual members may be eligible for reappointment after a one year absence.
5. All efforts will be made to have the membership reflect the diversity of schools in which Lane's Department of Education students are welcomed for field experiences and internship.
6. The inclusion of members from Partner Schools will be a priority.
7. The recommended number of members will be between twelve and fifteen.

Qualifications of Members

The choice of committee members is an important determinant of whether the committee functions effectively. Care must be taken to select and invite informed, concerned and capable individuals.

Committee members should possess the following characteristics:

- Proven leadership, social vision and commitment to education
- Interest in the institution's programs
- Desire to improve the institution's programs
- Willingness to promote the department's programs
- Ability to express ideas, defend convictions and listen to others
- Experience in or knowledge about those occupations represented in the institution's programs, as well as other occupations
- Available to serve and be an active team member
- Ability to work well with others
- Highly motivated and dedicated to the purposes and work of the committee

The First Meeting

The first meeting of a new committee, or the reorganization meeting of an existing committee, provides an opportunity to motivate new and experienced members and build interest and support for the Department of Education and the Unit. This meeting, as with all committee meetings, should be filled with information, purpose, discussion and hospitality.

A tour of the institution's facilities should be scheduled either before or after the meeting.

All committee meetings should meet promptly at their scheduled times. A school or college representative may act as temporary chairperson and appoint a temporary secretary. The orientation agenda should include the following:

- Welcome by appropriate officials
- Introduction of committee members and guests
- Explanation of the concept of an advisory committee and its activities, functions, objectives, responsibilities, limitations, and the role of committee members. This may be done by a consultant, or a representative from another advisory committee who is knowledgeable about advisory committee matters
- Distribution of printed material containing pertinent information about the committee and the education program
- Explanation of the functions, objectives and philosophy of the Department of Education and Unit
- Issues currently facing the school or college
- Review of committee recommendations made in the previous year, and the response of the governing board

ORGANIZING THE P-16 ADVISORY COMMITTEE

Selection of Officers

The P-16 Advisory Board committee officers should be elected annually/biennially by the membership at the first regular meeting. Administrators and other institutional staff should not serve as a committee chairperson.

Chairperson

The chairperson's ability to guide the work of the committee will, to a large extent, determine the effectiveness of the committee. The chairperson has responsibilities of:

- Establishing meeting dates, in consultation with the administration and other committee members, and calling committee meetings
- Preparing the meeting agendas and assuring that each member receives a copy of the agenda prior to each meeting
- Assuring reports and background information are prepared and made available as necessary
- Calling on consultants for advice on specific problems
- Presiding at meetings and maintaining contact with members, school representatives and governing boards

Qualifications of the Chairperson

The ability and personality of the chairperson are critical to the success of the committee. Great care should be taken in his/her selection. This individual should be an active, knowledgeable and responsive leader from the community. Characteristics essential for a successful chairperson include:

- Approaches matters constructively with an appreciation for the contributions of others
- Works with others in a non-confrontational manner
- Motivates others to address objectives and tasks
- Remains calm, balanced and in control of meetings and discussions
- Demonstrates responsible citizenship and actively participates with other community endeavors
- Possesses good communication and human relations skills
- Demonstrates a working knowledge of Robert's Rules of Order

Secretary

The secretary may be selected from the committee membership; some school administrator or other school personnel may serve in this capacity. The secretary is primarily responsible for:

- Maintaining communication with committee members on meetings, agendas, special events and other activities
- Keeping minutes of all meetings and distributing copies to members.