

Implementing the Meeting continued

- Provide breaks but put a firm limit on their duration.
- If a meal is to be served, consider having it in a different room. A change in surroundings is a nice break. Besides, conference rooms usually don't have much ambiance.
- Distribute expense reimbursement forms and details on how and when to complete them.
- Have participants schedule travel arrangements so they won't have to leave the meeting early. The advisors should be expected to stay until the end to help draft the committee report.
- Provide time for the committee to meet in an executive session. This is usually done at the end of the meeting to prepare the committee report. Some NVCs also meet in an executive session at other times.
- Present the report orally to the project leadership, if possible.
- Describe what work you expect, if any, from advisors between meetings.

After the Committee Meets

- Send thank you letters to meeting participants.
- Designate a reporter to write up the minutes and distribute them to the advisors and appropriate staff. Try to do this within two weeks of the meeting. Some projects distribute the minutes along with the committee recommendations.



- Ensure that payments (fees and/or expense reimbursements) are timely.
- Expect to receive a written report or letter from the committee. The report should be an evaluation of progress and include recommendations.
- Provide feedback on the report to the committee. Project leadership should explain what actions were taken to address each recommendation. If none, provide the reasons.
- Keep advisors informed of project activities between meetings, especially the chair. Consider email or newsletters of staff changes, new activities, project presentations, etc.
- Evaluate the meeting. This can be done informally by staff or perhaps with a post meeting survey.
- Consider using advisors to help the project between committee meetings. They can review materials, conduct site visits, write position statements, provide internships, etc.



Please contact Arlen Gullickson, PI, with any questions regarding this checklist (Gullickson@wmich.edu or 269-387-5895). Additional information about the ATE program evaluation is available online at <http://ate.wmich.edu>



ATE Evaluation Project: A National Science Foundation (NSF) Project. Any opinions, findings, and conclusions or recommendations expressed in this brochure are those of the author(s) and do not necessarily reflect the views of the NSF.

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Advanced Technological Education (ATE) Program

Advisory Committee Checklist



By Wayne Welch

This brochure and the full Advisory Committee report are available at <http://ate.wmich.edu>.

Overview of the Advisory Committee Checklist

The brochure was adapted from a checklist developed by Wayne Welch. It is part of the evaluation of the ATE program conducted at Western Michigan University's Evaluation Center. The checkpoints are primarily intended for use by ATE projects/centers. However, they are easily adaptable by anyone who wishes to make their advisory committees more effective.

Organizing the Committee

- ❑ Define the purposes of the advisory committee. For a description of NVC purposes, see www.ecept.net/documents/NVC



- ❑ Decide the size of the committee. 6-10 members are usually adequate.
- ❑ Consider advisors from business and industry, technology education, K-12 education, women, minorities, and students.
- ❑ Choose advisors who have time and are willing to serve.
- ❑ Make sure advisors know how much time will be required of them.
- ❑ Be aware of obvious conflicts of interest among the advisors.
- ❑ Appoint advisors for a specified length of time: from 1 to 3 years depending on the frequency of meetings and length of the project.
- ❑ Send letters of invitation to possible candidates and letters of confirmation to selected candidates.
- ❑ Send advisors information on expense related matters.

- ❑ Tell advisors the expected frequencies of meetings and the likely date for the first meeting.
- ❑ Provide adequate staff and financial support for the committee.
- ❑ Recognize or publicize your committee.

Planning a Committee Meeting

- ❑ Decide the major purposes of the meeting—these will determine the meeting agenda.
- ❑ Select a meeting time that will be helpful for your project and convenient for your advisors.
- ❑ Determine the time of day and length of your meeting.
- ❑ Choose a site that is convenient or one that portrays the project in action.
- ❑ Ensure that the meeting room is comfortable and able to accommodate the meeting needs. Consider size, layout, noise, temperature, food service, AV needs, etc.
- ❑ Arrange for meeting rooms and hotels, if necessary, well before the meeting—effective planners do this two to three months in advance.
- ❑ Notify advisors of meeting and travel arrangements when they are set. Ask for an RSVP and send out a reminder as the meeting gets closer.
- ❑ Set a meeting agenda that includes a time schedule.
- ❑ Send out the meeting agenda and background material one to two weeks before the meeting.



- ❑ Send information regarding hotels, travel arrangements, meeting rooms, etc. to advisors.
- ❑ Send a read-ahead packet of reasonable length. Have extra copies at the meeting.

Implementing the Meeting

- ❑ Identify the person who will run the meeting. It is usually more productive to have a trained facilitator or the chair run the meeting.
- ❑ Welcome the committee and make introductions.
- ❑ Provide name tags or table place names for those in attendance.
- ❑ Begin the meeting on time.
- ❑ Make sure refreshments are available.
- ❑ Determine a decision making process and use it.
- ❑ Keep minutes of the meeting.
- ❑ Make sure all advisors have opportunities to participate in discussions.
- ❑ Welcome suggestions, avoid being defensive. Think of the advisors as critical friends.
- ❑ Limit the material to be covered during a meeting.
- ❑ Cover the items on the agenda. Some flexibility may be necessary.
- ❑ Avoid the tendency for the project staff to dominate the meeting.
- ❑ Try to avoid evening meetings or excessively long day meetings.

