



CADAT / CDAА Joint Annual Conference April 19 – 20, 2024



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Course: *Guiding Program Growth and Student Success*

Course Description:

Effective engagement with your advisory board is a fundamental component to program success. This hands-on session digs into the aspects of creating or enhancing a great relationship with your advisory board, covering the What, Who, Why, and How. We'll explore strategies for selecting members, understand the purpose behind advisory boards, and employ practical engagement techniques to elevate your program's success.

Educational Objectives:

The What, Who, Why and How for successful engagement with your advisory board.

WHAT? Advisory board dynamics

Learning Objective: To understand the make-up, functions, and responsibilities of an advisory board.

WHO? Identifying stakeholders

Learning objective: To identify key stakeholders on your board and understand their roles.

WHY? Purposes

Learning objective: To understand the purpose and benefits of having an advisory board to support your organizational/student success.

HOW? Meetings, communication, resources.

Learning objectives:

- To develop appropriate meeting materials (agenda, information, handouts, minutes, action plan).
- To develop strategies for communication/interaction outside of meetings.
- To develop ways to leverage resources.



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Speaker Bio

Barbara Leal started her 41-year career in adult education as a Business Occupations Training instructor at Mt. Diablo Adult Education after which she was promoted to Department Chairperson and subsequently to the role of Coordinator for the Career and Technical Education Center. During her tenure, she oversaw occupational training courses, managed a team of 35 staff serving 3500 students, and ensured compliance with requirements. She currently serves as Mt. Diablo Adult Education's Accreditation Liaison to the Council of Occupational Education where she oversees accreditation processes and compliance with standards.

Barbara's education includes completion of the Adult Education Leadership training program at the California Department of Education Staff Development Institute and completion of the California Teacher Credentialing requirements at University of California/Berkeley Extension and University of California/Los Angeles. She currently resides in Concord and loves to travel, especially to see her children and grandchildren.