

## 2. Participating

### Be on time for meetings.

Late arrivals are disruptive and slow down committee progress.

**If purposes for the meeting are still not clear, ask the chair or project staff to clarify them.**



**Schedule your travel arrangements so you won't have to leave the meeting early.**

**Participate actively, but avoid dominating discussions.**

Phrase comments and suggestions in positive and constructive terms.

**Consider taking notes during the meeting.**

This helps you to remember important points and provides information for preparing the committee meeting report.

**Limit the number of recommendations for project staff to a manageable number.**

- Prioritizing recommendations is helpful.
- Remember that staff must consider constraints such as time and budget.

## 3. Following Up

**Review the committee report as requested by the chair.**

- Prompt attention to this task lessens memory lag and expedites completion.
- Provide positive and constructive suggestions when possible, as these are the most helpful.

**Keep informed of project activities between meetings.**

- Provide assistance to projects as requested and as your availability permits.
- Participate in evaluating meetings if requested.
- Complete and return any required paperwork for stipends and reimbursements.

**Maintain contacts with other committee members and project staff.**



Please contact Arlen Gullickson, PI, with any questions regarding these meeting reminders (Gullickson@wmich.edu or 269-387-5895). Additional information about the ATE program evaluation may be found at <http://ate.wmich.edu>



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## Meeting Reminders for Advisory Committee Members



Robert Reineke

This brochure and the full advisory committee report are available on-line at <http://ate.wmich.edu>

## Overview

This brochure was adapted from a report by Robert Reineke as a product of the ATE program evaluation being conducted at The Evaluation Center at Western Michigan University (WMU). This set of best practices is intended for use by advisory committee members for ATE projects and centers.

### What is an Advisory Committee?

An advisory committee is a group of experts that meets periodically to provide advice and support to a project. You have been chosen and agreed to serve on an advisory committee for an ATE project or center.

## Functions

Advisory committees do many activities to assist projects, including but not limited to:

- Providing advice to project leadership
- Reviewing progress
- Making recommendations
- Providing other assistance such as reviewing documents, conducting site visits, or offering their own institutions as sites for project activities like internships

The following guidelines describe behaviors that characterize effective committee members. The reminders listed here are intended to improve the effectiveness of the advisory committee process. They are also meant to help you to have a rewarding and productive tenure on your ATE committee.



The reminders are divided into three sections. Please review them as you prepare for and participate in your committee meetings.

Effective advisory committee meetings require some pre-meeting work, and advisors need to

## 1. Preparing

come to meetings well prepared. Here are some things to consider before coming to meetings.

**Familiarize yourself with the purposes of the advisory committee.**

- Respond promptly to project staff contacts
- Review materials sent to you before the meeting

**If applicable, review the NSF brochure entitled “National Visiting Committees” for a description of NVC purposes** (Available on-line at [www.ecept.net/documents/NVC](http://www.ecept.net/documents/NVC))

**Identify contributions you can bring to the project and to the committee.**

**Make travel reservations well before the meeting.**

