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**The Business & Industry Leadership Team (BILT) Academy**

*Cohort 3 Application Instructions*

The **BILT Academy** is designed to assist community and technical colleges in their efforts to actively engage local business and industry in co-leading college programs through implementation of the Business & Industry Leadership Team (BILT) model. Interested colleges are invited to apply to become part of Cohort 3. Details of the application process and Academy participation follow.

**Application Due Date and Milestones:**

**Applicant Webinar:** September 8, 2022, at 1:00 pm CST - [REGISTER NOW](https://us06web.zoom.us/meeting/register/tZMrceGrrzovHdDMlrXeTjCyFUyB4mgQNXc1)

**Application Due:** September 30, 2022

**Applicants Notified:** October 21, 2022

**Academy Duration:** November 2022 – September 2023

**Background:**

Led by the Center for Occupational Research and Development (CORD) and BILT subject matter experts, the BILT Academy provides technical assistance (TA) services at no cost to participating

colleges.

The heart of the *Building Pathways To Innovation Through Strategic Employer Engagemen*t (PTI) project is developing strong business engagement between technical education programs and the employers who seek to hire graduates of these programs. The project builds on the National Science Foundation-supported Business & Industry Leadership Team (BILT) model, a proven method for strategic employer engagement developed by the National Convergence Technology Center. Colleges engaged in PTI’s BILT Academy will learn how to develop employer relationships that yield workforce intelligence at a depth and with a frequency to facilitate continuous program improvement and innovation. They will also be supported in creating a BILT for a single technical discipline.

**What’s So Unique About the BILT?**   
The BILT model puts businesses in a co-leadership role for community college technical programs. The frequency, specificity, and depth of business input, coupled with an industry-led governance structure, sets the BILT model apart from traditional advisory committees. BILTs embrace the notion that employer engagement is not an event, but a process built on trusted relationships between colleges and companies. BILTs leverage the sector knowledge of employers and teaching expertise of faculty to foster powerful collaborations that ensure program curriculum meets the needs of business and that students are workforce ready. *Learn more about the* [*BILT model*](https://www.pathwaystoinnovation.org/bilt-academy-blog/).

**Purpose/Format:**  Through the BILT Academy, the *Pathways To Innovation* project will provide professional development and technical assistance through one-on-one coaching designed to assist community and technical colleges in their efforts to build strong and sustainable employer relations.

**Eligibility:** Teams from 12 community college STEM programs will be selected for Cohort 3 of the BILT Academy.

**Cost:** No cost to the college

**College Commitments:**

* **Identify in-demand occupation/technical discipline** on which to focus (This should be a *program*, such as cybersecurity or mechatronics, not a *department* like Information Systems). *Note*: this application is for assistance with a single program, not multiple programs.
* **Identify a faculty member *and* an administrator** from the college as key points of contact for the team. Commit appropriate time and personnel to administrative and logistical tasks essential for recruiting and establishing an effective BILT.
  + Team leads will submit monthly progress updates using a short Google form.
  + Faculty will participate in training on the construction of pro forma KSAs, create the pro forma KSAs for their program in consultation with their coach, and submit a final pro forma KSA list two weeks prior to the KSA analysis BILT meeting.
* **Identify an employer** who understands the benefits of employers “co-leading” college programs and who commits to actively participate monthly as part of the BILT Academy team
* **Develop** **an active BILT** for the technical discipline identified, including committing to an implementation schedule that follows the BILT Annual Cycle of activities and meetings.
* **Expand and diversify** employer partnerships participating in the BILT.
* **Participate in monthly cohort meetings** (November 2022 through September 2023) that will guide the implementation of local BILT teams.
* **Participate in monthly calls with a dedicated BILT coach** and continuously update an action plan for local BILT implementation.
* **Document lessons learned** during participation in theBILT Academy and be featured in project publications.
* **Implement BILT model as prescribed** in cohort trainings, coaching sessions, and resource tools.

**BILT Academy teams benefit from:**

* Monthly technical assistance calls with an experienced BILT coach.
* Monthly cohort meetings focused on implementation support and professional development.
* BILT implementation tools and templates.
* Expert facilitation by Dr. Ann Beheler, originator of the BILT model, for the required KSA analysis meeting with a single newly established BILT. The KSA analysis enables colleges to prioritize the knowledge, skills, and abilities (KSAs) employers expect workforce-ready graduates to possess 12-36 months into the future.

**Submissions:**

Cohort applications are due **September 30, 2022**. Colleges selected for participation will be notified October 21, 2022. Submission details are found in the application.

***Email*** [***BILT@cord.org***](mailto:BILT@cord.org) ***with questions****about the application process or BILT Academy services.*

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**The Business & Industry Leadership Team (BILT) Academy**

*Cohort 3 Application*

This application should accurately reflect your college’s relevant experiences, planning activities, and desired benefits of participation. All items must be completed. Email your application as a Microsoft Word file on or before September 30, 2022, to BILT@cord.org

**Respond to each item in the spaces provided below; rows will expand as you type.   
Feel free to provide as much information as you deem appropriate.**

**Section I:  Your Institution**

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| **Name of College:** |
| **College Website:** |
|  |
| **Lead Faculty Contact Name:** |
| **Address:** |
| **City:**  **State: Zip:** |
| **Email:**  **Phone:** |
|  |
| **Lead Administrator Contact Name:** |
| **Title:** *(Associate Dean or above)* |
| **Address:** |
| **City:**  **State: Zip:** |
| **Email:**  **Phone:** |

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| **Program Focus:** *Identify the in-demand occupation/technical discipline**around which your college will focus its BILT implementation.* |
| **\*Lead Employer Contact Name:** |
| **Lead Employer Contact Title:** |
| **Address:** |
| **City:**  **State: Zip:** |
| **Email:**  **Phone:** |

*\*This individual will be expected to participate in monthly BILT Academy activities.*

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| **Current Advisory Committee Members:**  *If your institution currently has a business advisory committee for the program area that will be the focus of your BILT, please list its current members. If your program is new, please list potential members. Add rows below as needed.* | | |
| **Name** | **Company** | **Title** |
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**Section II: Your Experience**

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| **Experience with Employer Engagement**  *Describe your related employer engagement efforts (i.e. identifying workforce needs, activities with your existing business advisory committee including soliciting feedback on curriculum and industry credentials, developing work-based learning opportunities, apprenticeships, etc.)  Please also describe the frequency of meetings, the number of employers attending, and job titles (or functions) of those who actively participate.* |
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**Section III. Your Partnerships**

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| *Describe below the partnerships your college will leverage and/or develop to support BILT implementation. Identify the entities involved (departments, educational institutions, employers, industry associations, workforce development agencies, community organizations) and describe how the partnerships will help facilitate BILT implementation, provide work-based learning opportunities, and support recruitment. Specify if a partnership already exists or is planned.* |
| ***Internal Partnerships:***        ***External Partnerships:*** |

**Section IV. Motivation and Desired Benefits**

*What motivated your program/college to pursue adoption of the BILT model?*

*How could your college team benefit from participation in the BILT Academy?*

**Institutional Commitment**

[Name of College]  affirms the proposed BILT Academy Team is committed to active participation in, and completion of all Academy requirements specified in this application.

Name and Title of College Dean or Vice President

Signature of Named Individual Date