BILT ESSENTIALS

1. Convene the BILT more than once a year. Twice a year is better; quarterly is best.

2. Always allow time on the meeting agenda for the BILT to discuss their perspective on future industry trends.

3. Invite all of your faculty to attend the BILT meeting so they can hear first-hand the discussions of trends and job skills.

4. Once a year prioritize a detailed list of the knowledge, skills, and abilities (KSAs) the BILT wants graduates to have 12-36 months from now.

5. Ask faculty to map the prioritized list of KSAs to current curriculum to make sure it aligns. If there are gaps, make adjustments.

6. Give regular feedback to the BILT regarding the implementation of their recommendations. If you can't do what they ask, explain why you can't. The BILT can sometimes find solutions.
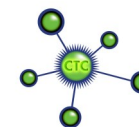
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NSF

BILT

AN INSIDE LOOK AT THE BUSINESS AND INDUSTRY LEADERSHIP TEAM

NATIONAL CONVERGENCE TECHNOLOGY CENTER

BILT

The National CTC finds that getting business and industry to actively **co-lead**, rather than just advise, a program's focus and curriculum produces positive results for students. The goal is to avoid the pitfalls of traditional business advisory councils that often review curriculum once a year and may or may not be comprised of business leaders familiar with the desired workforce skills. The Business and Industry Leadership Team (BILT) **meets regularly** and uses a **voting system to validate** job skills entry-level workers need.

WHO IS ON THE BILT?

Your BILT needs to largely be chosen from those who understand the job skills required by entry-level workers.

* High-level technical executives
* First-line hiring managers
* Technicians

When seeking new BILT members for your BILT, consider these strategies.
1. Create a target list of local employers you'd like to pursue.
2. Look for ways to connect with those targets (help from your administrators or board members; local chambers of commerce).
3. Consider the "WIFFM" ("what's in it for me?") principle to help guide your recruiting pitch and communicate the benefits to the BILT prospect.
4. Use printed, hand-addressed, hand-stamped invitations - not emails - to set the letters apart for your initial contact. Follow up by phone.

DIFFERENCES BETWEEN A BILT AND AN ADVISORY COUNCIL

Advisory Board	Business-led BILT
May only give advice	Co-leads
Annual KSA* suggested	Annual KSA* required
May "rubber stamp" existing program	Actively helps faculty improve program
May only meet once a year	Meets at least three times a year
If advice is ignored, commitment may be eroded	When advice is valued, commitment is boosted
May not be highly invested in success of the program	Feels ownership of the program

* Knowledge, skills, and abilities update

WATCH THESE VIDEOS TO LEARN MORE

The basics of the BILT model - bit.ly/BILTbasic

Interviews with BILT members - bit.ly/BILTmembers

The "virtual internship" model - bit.ly/Virtualinternship

A BRIEF HISTORY OF THE BILT

The National Convergence Technology Center (CTC) developed a successful model to connect community colleges with business and industry leaders. This was born out of the idea that businesses that hire students should have a greater say in defining the knowledge, skills, and abilities they want to see in future graduates. The CTC created a group for IT Networking and Communications known as the Business and Industry Leadership Team (BILT).

The National BILT meets quarterly, guiding the work of the Center as it has done for over 10 years. Three meetings are virtual web meetings. The fourth meeting, held in person, updates the knowledge, skills and abilities businesses want workforce-ready grads to have 12 to 36 months into the future. Results are shared with colleges across the nation for use with their business teams. Faculty map the BILT recommendations to existing curriculum to identify and address any gaps so that programs produce workforce ready graduates.

These business partners provide course and curriculum modification, expertise in the direction and evolution of labs, an inside look at current and future IT trends, job forecasting, as well as additional support for the CTC's Community College Network (CCN) with conference speakers and presentations, internship (including virtual internship) opportunities, and mentoring assistance.

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