



BILT

PROCESS TIMELINE

The Business and Industry Leadership Team (BILT) model - the BILT model - offers an active, energized approach to employer engagement. The BILT provides a structured, repeatable process that works for any technical program. This timeline will vary – more work will be needed to develop a new program as opposed to reinvigorating an existing program. These are guidelines only.

Meeting rule of thumb: half of your RSVPs will not show up. If you need ten employers to attend a meeting, get 20 to RSVP “yes.”

30-MINUTE ORIENTATION MEETING

Proceed only if you have 12-15 interested employers.

1 ½ - 3 months prior to meeting

- * Identify committed leadership and personnel (employer SMEs, meeting facilitator, support staff)
- * Choose meeting day/time
- * Choose format - in-person or hybrid
- * Recruit employer SMEs as needed
- * Reserve room and AV, including support for virtual participation

3 weeks - 2 mos prior to meeting

- * Send out meeting invites (employer SMEs, facilitator, and faculty), track RSVPs

1 - 2 weeks prior to meeting

- * Send meeting reminders
- * Finalize meeting content/handouts
- * Tentatively schedule KSA meeting

Meeting day

- * Send final meeting reminders
- * Host meeting - explaining the BILT model
- * Confirm future KSA meeting date

KSA MEETING

Proceed only if you have 12-15 employers committed to attending and a robust pro forma list.

1 ½ - 3 months prior to meeting

- * Develop and/or locate pro forma KSAs (competencies from other programs, industry standards, trusted employers)
- * Recruit more employer SMEs as needed
- * Reserve room and AV, including support for virtual participation

3 weeks - 2 mos prior to meeting

- * Send out meeting invites (employer SMEs, facilitator, and faculty), track RSVPs
- * Convert (and test) pro forma list into online voting form

1 - 2 weeks prior to meeting

- * Send meeting reminders
- * Finalize meeting content/handouts

Meeting day

- * Send final meeting reminders
- * Host meeting - vote and discuss KSAs differences
- * Conclude meeting with a “what’s missing?” discussion

After the meeting

- * Analyze KSA results, conduct employer follow-ups for clarification if needed
- * Faculty “crosswalk” KSA results with curriculum to identify possible gaps
- * Faculty prepare feedback for employers using templates

FOLLOW-UP MEETING

Ideally held within 2 months of KSA meeting, but you must be prepared to provide detailed feedback.

1 ½ - 3 months prior to meeting

- * Choose meeting day/time
- * Reserve room and AV, including support for virtual participation

3 weeks - 2 mos prior to meeting

- * Send out meeting invites (employer SMEs, facilitator, and faculty), track RSVPs

1 - 2 weeks prior to meeting

- * Send meeting reminders
- * Finalize meeting content/handouts

Meeting day

- * Send final meeting reminders
- * Follow-Up Meeting content can include any or all of the following:
 - Talk trends (what do employers see emerging in the workforce?)
 - Vote and discuss any added KSAs
 - Provide feedback and discuss (what have you done/plan to do with KSA recommendations, including crosswalk gaps?)

MODIFY CURRICULUM

Timing will vary based on complexity of program changes

- * Faculty modifies existing curriculum or creates new curriculum to align with KSAs

TRENDS MEETING

1 ½ - 3 months prior to meeting

- * Choose meeting day/time
- * Recruit employer SMEs as needed
- * Reserve AV and plan to hold virtually

3 weeks - 2 mos prior to meeting

- * Send out meeting invites (employer SMEs, facilitator, and faculty), track RSVPs

1 - 2 weeks prior to meeting

- * Send meeting reminders
- * Ask 1-2 BILT members to be ready to discuss an emerging trend
- * Finalize meeting content/handouts

Meeting day

- * Send final meeting reminders
- * Host meeting - ask employers what they see emerging in the workforce



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