MARICOPA COMMUNITY COLLEGES | **IT INSTITUTE**

BILT Introduction

Updated December 2025

What is a BILT?

A Business & Industry Leadership Team (BILT) is a group of industry experts who co-lead with educators to ensure academic programs stay aligned with real workforce needs.

BILTs provide ongoing guidance through structured, recurring meetings that define Knowledge, Skills, and Abilities (KSA), review trends, and help shape curriculum so students graduate job-ready. This model strengthens employer engagement, improves program relevance, and fosters long-term industry relationships.

What's in it for me?

Industry:

- Entry-level employees with "hit-the-ground-running" skills
- Ability to tangibly give back to the community
- Ability to tap eager talent in transitioning to the workforce
- Time value realized and appreciated
- Guiding the development of future trends

Faculty:

- Delivering relevant, industry sought-after skills
- Students more prepared to enter the workforce
- Early business engagement exposes students to business perspective
- Mentoring, internships, externships and business-graded capstone courses

MARICOPA COMMUNITY COLLEGES | IT INSTITUTE

The Value of BILT

- Foster partnerships between industry and higher education
- Focus curriculum efforts to target the right skills
- Gauge the value of industry certifications
- Industry forecasting informs the direction of your program(s)
- Members take an active role when they feel invested

Knowledge Skills Abilities Voting (KSA)

KSA defines what students must know and be able to do to succeed in entry-level roles. They are the foundation of the BILT model and guide curriculum alignment. At MCCCD, we currently offer BILTs only in the IT industry, where KSA are especially important due to rapid technology changes.

Knowledge	Skills	Abilities
The understanding of concepts, principles, and standards that inform decisions and actions.	The capacity to perform specific tasks, use tools, or apply techniques effectively.	Personal capacities like communication, teamwork, adaptability, and problem-solving that support effective relationships and long-term success.

National BILT models often include 110 KSA, our experience shows that ~70 KSA are the most effective and manageable number for annual review in IT programs. We partner with you to identify and refine the highest-priority KSA for voting, ensuring the most important elements are clearly defined.

MARICOPA COMMUNITY COLLEGES | IT INSTITUTE

Time Commitment

3 required meetings - Industry Partners
(3 hours annually)
4-5 required meetings - Faculty
(5-6 hours annually)

BILT Google Calendar

Stay up to date with all BILT meetings and deadlines by subscribing to our official Google Calendar.

BILT Google Calendar Link

Industry Partners

- **1.5 hours – KSA Meeting + BILT Orientation**
Establish Knowledge, Skills, and Abilities (KSAs) and orient new participants.

- **30 minutes – Results Review Meeting**
Review KSA ratings and validation with industry.

- **45 minutes – Trends Meeting**
Discuss emerging technologies, workforce trends, and future skills expected to be in demand over the next 3-5 years.

Faculty

- **2-3 hours – KSA Development Session Pro- Forma List Creation**
Faculty builds or refines the KSA list based on program goals.

- **1.5 hours – Industry Partners KSA Meeting**
Establish Knowledge, Skills, and Abilities (KSAs) and orient new participants.

- **1.5 hours – Results & Planning Meeting**
Faculty reviews industry-rated KSA, drafts action items, and cross-references industry feedback to current courses.

- **45 minutes – Trends Meeting**
Discuss emerging technologies, workforce trends, and future skills expected to be in demand over the next 3-5 years.

➡️ ***Want to Host a BILT for Your Program?***

Please submit all required information, meeting confirmations, and updated KSA using the link below:

[BILT Request Google Form](#)

❓ ***Questions? Reach out to the MITI Team!***

Diane Meza
Executive Director
diane.meza@domail.maricopa.edu

Tyler Rowles
Workforce Navigation Analyst
tyler.rowles@domail.maricopa.edu

Andie Bonkowske
MITI Program Coordinator
andrea.bonkowske@domail.maricopa.edu

📖 *Glossary of Terms*

BILT (Business & Industry Leadership Team) :
A group of industry partners who provide direct, ongoing guidance to ensure academic programs align with current workforce needs.

KSA (Knowledge, Skills, and Abilities) :
A structured list of competencies identified by industry experts that represent what graduates need to know and be able to do to be job-ready.

KSA Voting:
An annual process where industry partners prioritize KSAs to determine which competencies are most critical for the next 12–36 months.

Feedback Cycle:
The recurring process of collecting industry input, reviewing program alignment, and updating curriculum and opportunities based on the results.

Industry Partner:
A professional from the field who participates in the BILT process to provide insights on workforce trends, hiring needs, and essential skills.

Faculty Participant:
A faculty member who reviews KSAs, incorporates feedback into curriculum planning, and collaborates with industry to enhance program relevance.

Prioritized KSA:
The final list of highest-ranked competencies after industry voting, used to guide curriculum updates and program planning.

Frequently Asked Questions

What do faculty members need to do to get started?
Faculty members should fill out the BILT request form, provide a KSA list, and recruit industry partners. We will guide you through each step and provide all necessary materials to ensure you feel prepared and supported.

If I am staff, what do I need to do to participate?
Staff can participate by assisting with logistics, sharing the KSA survey with faculty and industry partners, and helping coordinate timelines. Your role is to support the process and ensure communication and workflow run smoothly.

How do I get the results for my college?
Once voting is complete, we compile the results into a whitepaper and share it directly with your college. You will receive a summary of prioritized KSAs, key findings, and any recommended next steps. If you need the results in a specific format, we are happy to accommodate.