

Functions of Career & Technical Education Advisory Committee

Contents

Page 1	Introduction
Page 2	Purpose
Page 3	Organization
Page 4	Operation
Page 5	Duties
Page 6	Policies and Procedures
Page 7	Sample News Release
Page 8	Sample Letters
Page 9	Meeting Tips
Page 10	Sample Minutes Forms
Page 11	Notes

Introduction

A Career and Technical Education (CTE) advisory committee is a group of business and industry experts selected by local educators and administrators to serve in an advisory capacity to the CTE program. The purpose of an advisory committee is to advise instructors and administrators with respect to the development and maintenance of quality career and technical programs. Properly functioning advisory committees help schools ensure that programs reflect the changing needs of students, business and industry, and community.

Purpose

The committee's purpose is to advise and serve as the link between the school, community and industry. Career technical programs are designed to prepare students to enter the work force in an occupational area and upgrade those already in the workforce. The programs must stay as current as possible. Industry representatives on the advisory committee perform a service to the school and students by providing advice on all phases of the program.

Membership

The committee is comprised of industry representatives selected from management and labor, past or present students, parents and community members with an interest and knowledge of the occupation. Members are selected on the basis of specific knowledge and geographic distribution with equitable representation of genders, age, ethnic minority groups and other members of special populations in the community. The committee provides support and direction for the administrators of career and technical programs.

What's in It for You

Career and technical education programs are designed to provide entry-level competencies and to assist with upgrading skills for a specific occupation or family of occupations. Graduates from CTE programs will be moving into your business or businesses like yours. As an advisory committee member, you will have the opportunity to help develop programs, provide a valuable service to the educational system, and develop



Purpose of CTE Program Advisory Committee

Advisory committee members review the Career and Technical Education (CTE) program they are serving and advise the CTE teacher and local administration on improvement of the program.

The following information includes four activity areas offering several suggestions for an advisory committee's input, expertise and action.

An advisory committee evaluates, facilitates and recommends the program's equipment.

Advise on short- and long-range plans:

- *Review local district annual and long-range (4-5 year) education plan.*
- *Review Career and Technical Education Program Improvement plan.*
- *Review local needs assessment and recommend actions based upon the findings.*
- *Assist in analyzing local CTE completer data and state data.*

Assist with job opportunities:

- *Assist in surveying employment needs and new and emerging occupations.*
- *Advise on the changing nature of the competencies in occupational fields.*
- *Assist in placing graduates or program completers.*
- *Inform the school of opportunities to place students in full- or part-time jobs, internships or mentorships.*

Evaluate facilities and program equipment:

- *Review existing equipment, facilities and resources.*
- *Review laboratory equipment and compare with current and future technology and industry standards.*
- *Review laboratory (or shop) safety program.*
- *Review classroom, laboratory layout, space requirements, work stations, lighting, ventilation, etc., and compare with industry norms.*

Analyze the course content:

- *Review and suggest content for course of study and standards of proficiency in areas essential to becoming successfully employed in a career path.*
- *Review the program's sequence of courses.*
- *Review course syllabi; program and course competencies; and career development skills.*
- *Help develop educational objectives.*
- *Review software packages, textbooks, resources and other supplementary materials.*
- *Advise on the extent to which academic skills and work attitudes should be taught.*
- *Review career exploration and awareness courses and activities.*

An advisory committee's review and recommendations for software packages, textbooks and other resources help keep the program's information and technology current.



Organization of an Advisory Committee

Considerable attention should be given to the careful selection of members of the local advisory committee.

Organization

Effective advisory committees are those whose members are recognized professionals in their areas of responsibility, have an understanding and acceptance of the committee objectives, and a desire to accomplish them through teamwork and cooperation.

Program representatives should undertake constructive planning prior to establishing a new committee. This will help ensure the organization and effectiveness of the committee.

Steps to Organizing a New Committee

- **Program representatives/administrators should:**
 - Determine the type of committee needed.
 - Prepare a general structure and plan for the committee.
 - Appoint a temporary chair.
 - Compile and collect member contact information and professional data.
- **Program representative and/or chair should:**
 - Select additional committee members
 - Send letters of appointment signed by the appropriate administrators
 - Call the first meeting, provide time and place, and attach a tentative agenda.



Organization and Operation of an Advisory Committee

Representation

Membership should include persons of different racial and ethnic groups, the disabled and disadvantaged, and men and women with backgrounds and experience in gender issues in job training and employment.

Qualifications

The membership of the committee should include individuals who possess knowledge and work experience that is representative of the occupational area served by the program, and is representative of the total community.

Characteristics

Candidates for membership should be civic-minded, cooperative, responsible and productive people who possess integrity. They should express interest, willingness, commitment and have time available to serve on the advisory committee.

Selection

The members should be nominated by education, business, industry and labor leaders as well as the general public.

Length of Term and Member Replacement

The replacement of members should be on a regular, staggered schedule, according to the length of appointment established. Advisory committee members generally serve a three-year term; alternate terms of appointment of one, two, and three years may be considered. Contributing members can be asked to renew for subsequent three-year terms.

Rotating committee membership helps prevent “burning out” valuable volunteers. Recruiting new members will also increase awareness of the program with the industry and the community.

Duties of Advisory Committee

Teacher's Responsibilities:

- *Select and submit names of potential career and technical advisory committee members to the local education agency administration for approval*
- *Coordinate meeting arrangements*
- *Develop meeting agendas with the chairperson*
- *Act as chairperson for the first meeting*
- *Act as recorder for the committee (e.g. taking minutes, compiling committee recommendations for administration)*
- *Review goals and objectives with the committee*
- *Provide members with resource materials and program information*
- *Initiate and facilitate discussion during each meeting*
- *Provide feedback to members on the results of their recommendations*
- *Gather and compile contact information including e-mail addresses, and background data from committee members.*



Chairperson Responsibilities:

- *Work with the teacher to plan career and technical advisory committee meetings*
- *Develop meeting agendas with the teacher*
- *Preside over meetings*
- *Ensure that agenda and schedules are followed*
- *Promote the committee's role as an advisory, not policy-making, body*
- *Help members gain consensus on issues*
- *Review minutes with instructor for accuracy*
- *Represent the advisory committee at various official functions (e.g., career and technical student organization banquets, school board meetings and hearings)*
- *Assign/organize sub-committees and standing committees*
- *Lead work plan development*

Committee Member Responsibilities:

- *Attend meetings regularly*
- *Respect other committee member views*
- *Help reach consensus on issues*
- *Maintain objectivity and concentrate on the program's needs*
- *Make recommendations*
- *Accept assignments for sub-committees*

Policies and Procedures for the Advisory Committee

Policies and Procedures for the Advisory Committee

Operational Guidelines: *A written set of policies outlining committee activities such as membership selection, term of appointment, standing or ad hoc committee responsibilities, and membership duties should be developed locally and be relevant to local needs. Long-range goals and objectives should be developed and reviewed annually.*

Meeting Scheduling: *A minimum of two meetings are to be conducted annually. However, more meetings may be necessary to carry out the needs of the program effectively. Goal-oriented meetings will provide productive results and will ensure an efficient use of the time.*

Call to Order and Adjournment: *Meetings should have a definite starting and ending time. The chair must make a strong effort to begin the meeting on time, move through the agenda in a businesslike manner allowing for sufficient discussion, and adjourn the meeting at the scheduled time.*

Minutes: *Minutes are kept by the committee secretary and distributed to the membership prior to the meeting to allow for review. Minutes and other advisory committee activity records should be filed with the local school board and made available for public review in a convenient location.*

It is highly recommended that the advisory committee:

- *Adopt Robert's Rules of Order as the parliamentary authority.*
- *Use parliamentary procedure to conduct all meetings.*
- *Select a parliamentarian to aid, advise and consult during meetings.*

Sample News Release

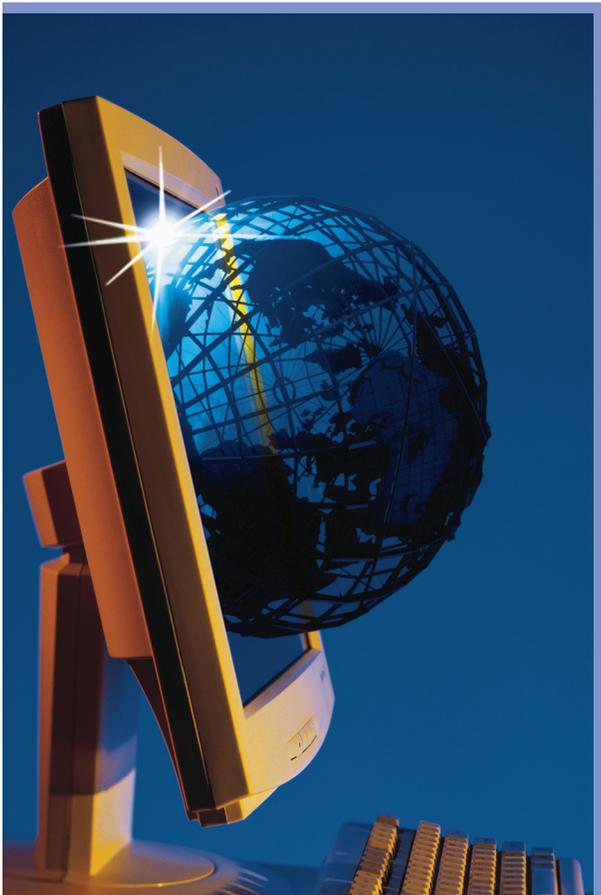
NEWS RELEASE: *(date, including year)*

CONTACT: *(name, phone number and e-mail)*

“The primary purpose of career and technical education programs offered in (name of school/institution) is to provide students with the skills, attitudes, abilities, knowledge, safe work habits and proper appreciation necessary to enter employment in the recognized occupations,” (education official) says.

The recently organized (program) advisory committee on Career and Technical Education will concentrate on (suggested goals: working to provide in-service opportunities and part-time employment for youth, or internships reviewing program standards and aligning to business/industry needs; and inspecting current lab equipment and recommending necessary upgrades.

*Members appointed to the (program name, advisory committee) include:
(include their business/industry or other affiliation with the program.)*



Sample Letter of Request to Serve on a Committee

(Current Date)

Ms. Con Sumer
Personnel Manager

_____ Insurance Company
Your Town, SD 57700

Dear Ms. Sumer:

Because of your experience and demonstrated competency in the field of (program area(s), the (Governing Board or trustees) of the (school)(institution) believe that you could perform a valuable service to the institution and business community as a member of the (committee title) Advisory Committee of (school) (institution).

An advisory committee is composed of outstanding business and civic leaders in the community. It directed toward achieving closer cooperation between business and education in providing career and technical education opportunities and training for prospective students in our community.

We would appreciate it if you would give this invitation to serve on the (program area(s)) Advisory Committee your consideration and inform us of your decision in the next few days. Your acceptance of committee membership will greatly enhance our career and technical program(s).

Sincerely,

Administrator and/or Chair of Committee

Sample Letter of Appointment

(Current Date)

Ms. Con Sumer
Personnel Manager

_____ Insurance Company
Your Town, SD 57700

Dear Ms. Sumer:

This letter is to inform you that your appointment to the (Committee Title) Advisory Committee is effective beginning (Date)___ and ending (Date)_____.

The (first/next) meeting of the committee will be held in (place) on (date) at (time).

We wish to thank you for your interest, as indicated by your acceptance of this committee appointment. We appreciate your willingness to assist us in supporting career and technical education opportunities for students in our community.

Sincerely,

Administrator and/or Chair of the Committee

Successful Meeting Tips

Successful Meetings

There should be a schedule of meetings planned well in advance, with reminders of pending meetings sent to members on a timely basis. Normally, committees schedule meetings approximately two times during the school year. However, need is the basis for determining the number of meetings each advisory committee should hold. Meeting three or four times during the school year may not necessarily provide enough time to develop or maintain good programs and maintain open lines of communication.

Regular meetings of the committee should:

- Start as scheduled.
- Take place in comfortable, convenient surroundings.
- Encourage informal, free discussion with time monitored by the chairperson who summarizes when necessary.
- Follow well-planned agendas that have been mailed in advance to members.
- Provide for discussion of current issues.
- Present current problems for discussion and action by members.
- Provide for decisions to be made by consensus whenever possible.
- Provide for the appointment of special working committees and for the committee to hear their reports in a timely manner.
- Include refreshments and some informal time.
- Adjourn at the stated time.

The first and second meetings of advisory committees often determine the success, or failure, of the group and whether members are willing to continue their participation in committee activities.

The first meeting should include an overview of:

- The functions, objectives and philosophy of CTE education.
- The state and local plans for career and technical education, including any proposed state or local legislation.
- The CTE programs of the school or schools to be advised.
- Functions and responsibilities of the advisory committee.
- The annual program of work.
- The needs of females, minorities and other members of special populations.

Successful Meetings Checklist

- Written agenda developed
- Membership notified
- Facilities and refreshments
- Sub-committee assignments completed
- Instructor commitments confirmed
- Agenda support material prepared
- Outside presenters/speakers confirmed
- Calendar cleared

Criteria for Successful Programs

- Active advisory committee
- Qualified, motivated instructor
- Strong administrative support
- Community involvement
- Current equipment and tools
- Well-organized facility
- Competency-based instruction
- Long-range plan
- A system for follow-up of graduates
- Effectively address the needs of females, minorities and other members of special populations

Example Form for Minutes of Meeting

Example of Minutes

The meeting was held (month-day-year) at (location)

The following were in attendance:

1. _____
2. _____
3. _____
4. _____
5. _____

Subject

Action

Subject

Action

Subject

Action

Subject

Action

Subject

Action

Date of next meeting (month-day-year) at (location).

Special notes:

The meeting was held 3/24/05 at Pierre Ramkota.

The following were in attendance:

John Moore, Chair	Darren Park, Secretary	Owen Clark
Elizabeth Allen	Diana Long, Facilitator	Carl Reed
Barbara Cook	Larry Kert	Jean Shepard

I Review laboratory facilities and equipment

Update equipment to reflect emphasis on modern technology.
More work stations are needed.

II Review course of study

With more work stations, the learning process would move more efficiently. Now students must learn one at a time.

III Student enrollment

The program has seen 30% increase in enrollment over the past three years. Industry wants more graduates. With more stations, we could boost public relations to attract more students.

IV New trends in the occupational area

Modern equipment and technology continue to dominate the industry.

V Employment outlook: Excellent

VI New business

May wish to begin exploring training programs in technology.

VII Recommendations

Invite one or more representatives of modern technology to join the committee to advise on trends. Seek donations and funds to expand modern technology. Invite industry representatives to speak to exploratory students.

Date of next meeting 8/27/05 at Pierre Ramkota.

Special notes: Please review and evaluate course syllabi distributed at the close of the meeting.

Notes



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Office of Career and Technical Education
700 Governors Drive - Pierre, SD 57501