

## ***Advisory Committees For Career and Technical Education\****

**Purpose.** A Career and Technical Education (CTE) Advisory Committee is a broad-based group with representatives from education, industry, and the community at large that actively assists in planning and implementing career and technical education programs. Advisory committees collectively advise the program's educators and administrators on a variety of aspects of the program and provide valuable resources to the program. Advisory committees do not have administrative or policy-making authority, but they serve as valuable partners in the education process. Members are knowledgeable and interested volunteers who represent the community, its businesses, and families. By combining community expertise with educational know-how, advisory committees can assure that the program leads to multiple options for students after high school graduation.

**Advantages.** You and your program will benefit when your advisory committee is "up and running." The Advisory Committee will:

- ❑ Provide linkages between the CTE program, the school, and the community.
- ❑ Give prestige to the school, the community, and the CTE program.
- ❑ Provide program educators and administrators with data about real learning needs in the community.
- ❑ Assist in keeping the CTE program up to date.
- ❑ Provide the point of view of business, community agencies, and families.
- ❑ Provide support and advice from the layperson's point of view.

### **Standards.**

1. Advisory committees (general and program area) are organized and meet as required each school year (511 IAC 8-2-8)
2. Membership includes a balanced representation from business/industry, labor, education, males and females, and advocates for under-represented groups.
3. Advisory committees meet regularly (a minimum of twice per year). Complete, accurate minutes of each meeting are on file.
4. Program advisory committees annually review course standards, curriculum assessment practices, and resources (including equipment) for appropriateness and effectiveness

### **Functions.**

Advisory committees can serve the whole department, or they can serve a single program component such as an individual course. Depending on the school situation, the advisory committee will vary in make-up. It may be the same as the Career and Technical Student Organization (CTSO) advisory committee, or may be a sub-committee of the School CTE advisory committee. Regardless of the program served, an advisory committee can fulfill many functions that benefit the program, the instructor(s), and the students by conducting a variety of useful activities:

There is no limit to the tasks your advisory committee and its members can perform, no "right" or "wrong" activities you can ask them to undertake. Think broadly and creatively about how

they can help your program in order to assure that the advisory committee becomes a valuable asset and resource for you and your program. Areas of involvement include:

### **Curriculum Involvement**

- ❑ Review course content to assure its relevancy in meeting the competency requirements of families, society, business and industry.
- ❑ Review all features of the program, including the various classroom formats used.
- ❑ Give advice on the development of instructional materials.
- ❑ Assist in setting local educational or training standards.
- ❑ Assist in the development of work based learning sites or "live jobs" to be accomplished by students.
- ❑ Review and recommend approval of training plans and training agreements.

### **Equipment, Supplies, and Instructional Resources**

- ❑ Evaluate physical conditions, adequacy of equipment, and layout of facilities and equipment.
- ❑ Help prepare and support budget requests for equipment and supplies.
- ❑ Review safety requirements of programs.
- ❑ Assist in the selection and acquisition of classroom equipment.

### **Community Resources**

- ❑ Provide sample kits of raw materials, finished products, charts, posters, etc
- ❑ Establish and maintain a library of educational resources
- ❑ Arrange for resource instructors from the community and from businesses or industry to assist regular teachers.
- ❑ Provide input into the application process for state and federal financial assistance.

### **Career Guidance and Placement**

- ❑ Identify employment trends in specific industries and make recommendations that help programs "keep up with the times."
- ❑ Arrange field trip visits for students, teachers, and counselors.
- ❑ Help with student placements in job shadowing, internships, or part time work during the school year or during summer vacations.
- ❑ Render service in developing employment opportunities.

### **Program Evaluation**

- ❑ Recommend criteria for evaluation of program.
- ❑ Determine to what extent instruction is consistent with societal and occupational needs.
- ❑ Assist in surveys by suggesting data to be gathered and providing the means for securing such data.
- ❑ Survey former students to determine their opinions of the strengths and weaknesses of the program.
- ❑ Assist in conducting community surveys to determine the demand factor and trends for the occupational program.
- ❑ Assist in interpreting survey data.

### **Community Public Relations**

- ❑ Attend meetings in support of your CTE content area which may be called by local and state school officials, boards, and legislative groups.
- ❑ Provide speakers to address trade and civic groups concerning the CTE program in the school.
- ❑ Advise employees about school programs.
- ❑ Assist in relating the instruction to the needs of the community.
- ❑ Assist in recruiting students to enroll in the program.
- ❑ Publicize program.

### **Professional Development**

- ❑ Conduct clinics and in-service training programs for teachers.
- ❑ Help local teachers attend regional and national professional meetings.
- ❑ Assist in the establishment of teacher qualification requirements.

### **Steps to Getting Started**

1. Be convinced of the need for an advisory committee.
2. Secure administrator's support and approval.
3. Secure the approval of your Board of Education, if necessary.
4. Select committee members.  
Composition: Qualifications, Numbers (3 to 15), Membership Rotation
5. Personally contact selected members.
6. Secure their agreement to serve and fulfill these responsibilities.
7. Plan the first meeting and its agenda.
8. Notify members, send reminders.
9. Hold the first meeting.
10. Establish action plan(s).
11. Establish future meeting dates.

*\*Adapted from materials developed by Wanda S. Fox, PhD and Peggy Wild, PhD, CFCS for presentation at Professional Development Conferences for Indiana CTE Teachers and published on Indiana Department of Education website, [www.doe.in.pathways](http://www.doe.in.pathways).*