

CTE Advisory Committees

CAREER TECHNICAL EDUCATION

REGIONAL WORKSHOP – OCTOBER 2017

Who, What & Why

Purpose

Selection / Membership

Roles

Responsibilities

Etiquette (Meeting do's and don'ts)



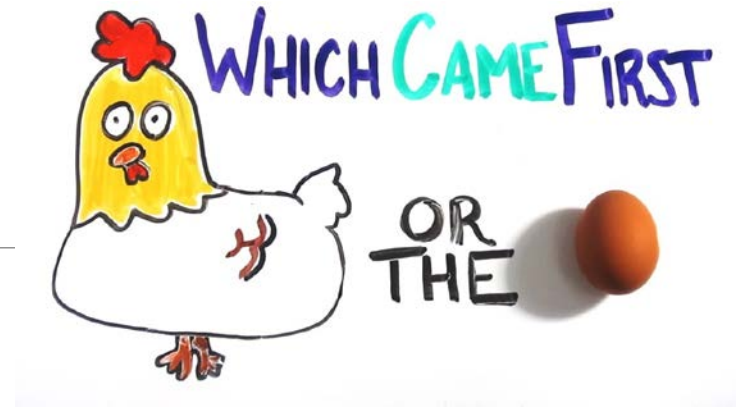
Chicken or the Egg????

Which comes first?

THE PROGRAM?

THE ADVISORY COMMITTEE?

WHAT IS YOUR COLLEGE'S PROGRAM INITIATION PROCESS LIKE?



Purpose

Title 5 §55601:

The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

*The committee shall consist of one or more representatives of the **general public knowledgeable about the educational needs of disadvantaged populations, students, teachers, business, industry, the college administration, and the field office of the Employment Development Department.***

Purpose

Perkins Funding

The federal Carl D. Perkins Career Technical Education Improvement Act of 2006 (Perkins IV) requires:

Each local educational agency (LEA) receiving Perkins IV funds must involve parents, students, academic and CTE teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 U.S.C. § 2354 (b)(5).)

Purpose

- Gain insights regarding curriculum and training need from potential employers of our students
- Gain insights regarding internships and other work experience opportunities (mentoring, job shadowing, externships, apprenticeships)
- Gain insights and help establish standards regarding equipment and software purchases
- Gain insights for the local program review process
- Develop community/public relations for college and the CTE program – boost enrollment
- Enhance professional development for CTE faculty
- May provide financial, legislative and moral support for the CTE program

Membership

One or more from:

- general public knowledgeable about the educational needs of disadvantaged populations
- students
- faculty
- Business/industry
- college administration
- the field office of the Employment Development Department

WHO ELSE SERVES ON YOUR CTE ADVISORY COMMITTEES?

ROP

Membership

WHO ELSE SERVES ON YOUR CTE ADVISORY COMMITTEES?

- ROP
- Curriculum Chair
- Faculty from nearby programs
- Deputy Service Navigators
- Your suggestions?

Responsibilities

Curriculum Content Advisement:

- Do graduates possess the entry-level job skills needed by employers in the CTE area serves?
- Advisement on content – not teaching method
- Forecast trends in the CTE field so that curriculum can be created to reflect these trends.

Responsibilities

Career Guidance

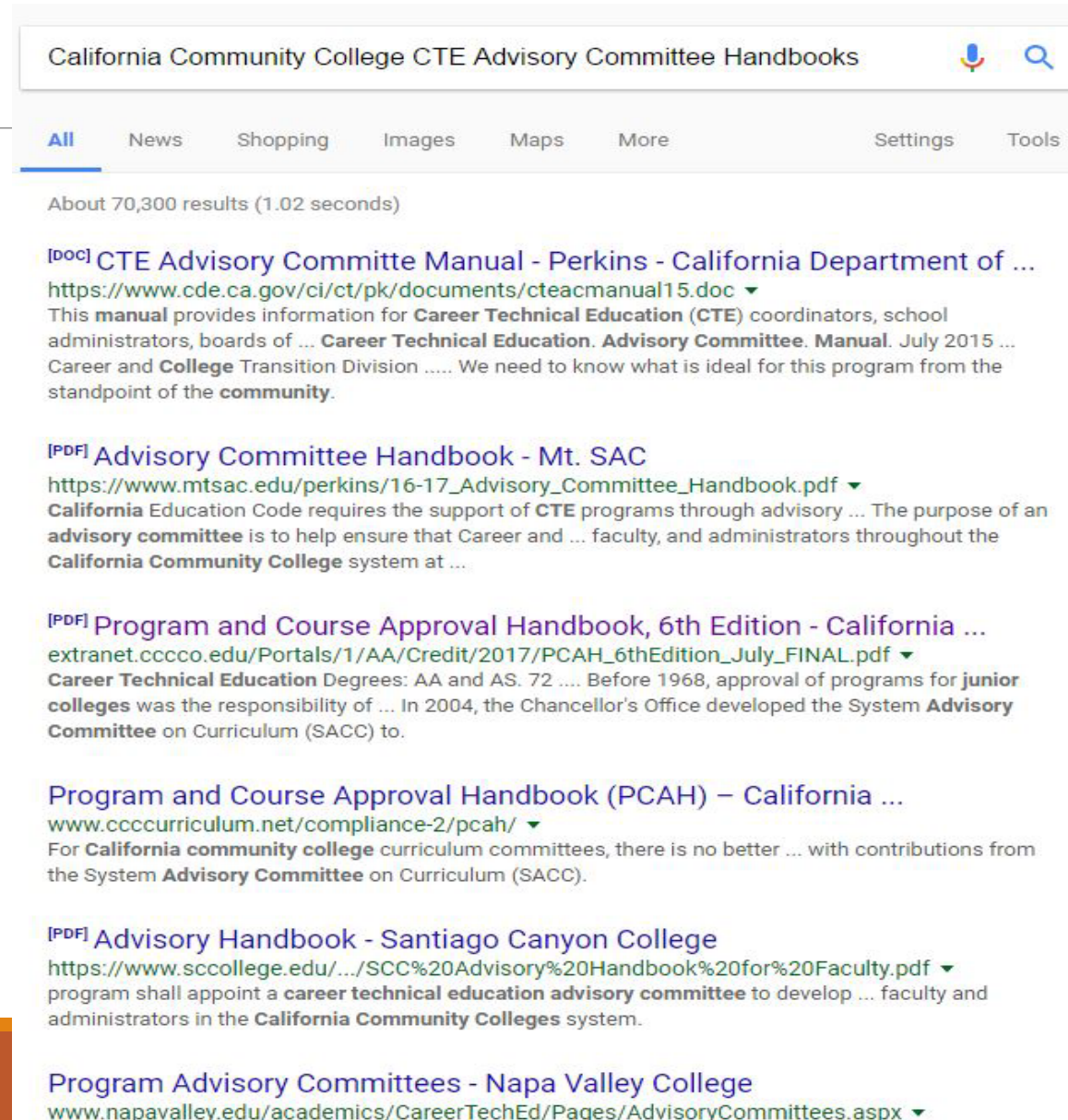
- Sponsoring or assisting with Career Days
- Serving as guest speakers regarding job opportunities and expectations of employers
- Conducting mock interviews

College's Commitment to the Advisory Committee

- Be responsive to the recommendations of the CTE Advisory Committee
- Notify members of the time and place of meetings
- Assist in preparation and mailing of agenda, minutes, and attachments of items to be discussed
- Arrange meeting place and provide parking permits, if needed
- Provide statistical and/or descriptive information about the CTE educational program
- Provide Labor Market data
- Prepare and file minutes in the MSJC Career Education Special Program's Office

College's Commitment to the Advisory Committee

- Develop an Advisory Committee Handbook



California Community College CTE Advisory Committee Handbooks

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[DOC] CTE Advisory Committe Manual - Perkins - California Department of ...
<https://www.cde.ca.gov/ci/ct/pk/documents/ctecmanual15.doc> ▼
This **manual** provides information for **Career Technical Education (CTE)** coordinators, school administrators, boards of ... **Career Technical Education. Advisory Committee. Manual.** July 2015 ... Career and **College** Transition Division We need to know what is ideal for this program from the standpoint of the **community**.

[PDF] Advisory Committee Handbook - Mt. SAC
https://www.mtsac.edu/perkins/16-17_Advisory_Committee_Handbook.pdf ▼
California Education Code requires the support of **CTE** programs through advisory ... The purpose of an **advisory committee** is to help ensure that Career and ... faculty, and administrators throughout the **California Community College** system at ...

[PDF] Program and Course Approval Handbook, 6th Edition - California ...
extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH_6thEdition_July_FINAL.pdf ▼
Career Technical Education Degrees: AA and AS. 72 Before 1968, approval of programs for **junior colleges** was the responsibility of ... In 2004, the Chancellor's Office developed the System **Advisory Committee** on Curriculum (SACC) to.

Program and Course Approval Handbook (PCAH) – California ...
www.ccccriculum.net/compliance-2/pcah/ ▼
For **California community college** curriculum committees, there is no better ... with contributions from the System **Advisory Committee** on Curriculum (SACC).

[PDF] Advisory Handbook - Santiago Canyon College
<https://www.sccollege.edu/.../SCC%20Advisory%20Handbook%20for%20Faculty.pdf> ▼
program shall appoint a **career technical education advisory committee** to develop ... faculty and administrators in the **California Community Colleges** system.

Program Advisory Committees - Napa Valley College
www.napavalley.edu/academics/CareerTechEd/Pages/AdvisoryCommittees.aspx ▼

Advisory Committee Meeting Best Practices

- Meet at least once a year – once a semester is even better
- Meetings held in a centralized location
- Meetings held at a time that accommodates members
- Maintain regular contact between advisory committee meeting dates
- Maintain documentation for Advisory Committee members:
 - Current list of committee members
 - Meeting schedule
 - Previous minutes and agenda
 - CTE Advisory Committee Handbook (if available)
 - Survey questions (if available)
- Orientation for new Advisory Committee members

Best Practices - Minutes

- Minutes should include the following:
 - The date and location
 - The names of those in attendance AND their job titles

- As many specific details about:
 - Curriculum recommendations
 - Equipment purchases
 - Trends and forecasts

Evaluation – Best Practice

- Review of the Meeting – are any follow up activities needed?
 - Were good working relationships established or continued?
 - Was staff preparation adequate to meet committee needs?
 - Was the meeting conducted in a satisfactory manner?
 - What was accomplished and what follow-up is needed?
 - What were the meetings strong and weak points, and what should be done at future meetings?
- Write minutes – Include as many specific details about curriculum and other recommendations

Evaluation Suggestions

- SWOT Analysis:
 - Analysis of the strengths, weaknesses, opportunities, and threats
 - Strengths and weaknesses are internal characteristics
 - Opportunities and threats are external characteristics
 - Is a structured planning method that evaluates those four elements of an organization, project or business venture.
- Document this analysis. This process will demonstrate evidence of continuous quality improvement. It can be used for:
 - Program Review
 - Program Outcomes
 - Perkins
 - Grant applications

Resources

Butte College. Advisory Committee Guidelines developed by the AG/NR statewide Accountability Committee. n.d.

Career Technical Education Administration and Management Office. Career and College Transition Division. California Department of Education, 2015.

Chaffey College. Suggested practices with CTE Advisory Committees. 2

Mt. San Jacinto College. Career and Technical Education Advisory Hand

Thanks to Brandi Asmus, Woodland College!

