BERRIEN CTE
CAREER & TECHNICAL EDUCATION

Program Advisory Committees

SPRING Advisory Committee

The Program Advisory Committee is an integral part of all State approved CTE programming. The Office of Career and Technical Education has created a **Program Advisory Tool Kit** that defines the roles and responsibilities of this committee.

The primary purpose of a program advisory committee is to serve as a resource and a connection to the workplace for CTE teachers, administrators, and students. The CTE program advisory committees guide the local education agency (LEA) with planning, development, implementation, operation, promotion, evaluation, and maintenance of the CTE program that result in continuous program improvement. A program advisory committee defines the following:

- Business and industry processes, equipment, and replication of work environments
- Provide related work-based learning (WBL) experiences for students
- Worker knowledge and skill needs
- Workforce needs for employers
- Professional development opportunities
- Create a plan for safety training in the classroom and in WBL settings
- Input on process to plan and implement relevant CTE programs
- Access, Equity and inclusion within the program

Program advisory committee **voting members include** representatives from the **appropriate program-specific business and industry**, a **representative from SPOPS**, **postsecondary representation** and a **parent / guardian**. Non-voting members may include administrators, counselors, students, academic teachers, labor and community representatives (i.e. Tribal organizations). The program advisory committee majority membership must be from local or area business and industry. Program advisory committee members may assist in the classroom with activities and program requirements.

Postsecondary partner participation facilitates alignment of program academic and technical skills with the postsecondary curriculum. The SPOPS representative may come from many different positions: Special Education teacher or consultant, a paraprofessional, a parent / guardian, family advocate or others who have a greater understanding of SPOPS.

A program advisory committee **must meet a minimum of twice each school year;** however, more frequent meetings may be needed. Each CTE program must have a local program advisory committee.

It may be advantageous for identical CTE programs, within a district, to operate a collaborative program advisory committee, with industry representatives from each school. While some regions or districts may desire to collaborate, only one collaborative regional program advisory committee meeting may count annually. At these meetings, each program must be represented by industry members from their local committee. For a regional meeting to meet CTE requirements, all meeting criteria must be met. An outline of tips for instructors can be found in Appendix F. The program advisory committee chairperson MUST be from business/industry.

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Program Information:

District:		**School Year:**	
Program Name:		**Instructor:**	
Date:		**Location:**	

Committee Chairperson(s):

Must be from business/industry

Chair Name:		**Co-Chair:**	
Company:		**Company:**	

Prior to your advisory meeting please send out a document or presentation containing the following information for your committee to review prior to the meeting:

1. Year in Review Summary
    a. Safety Training
    b. Equipment Usage
    c. Student Leadership Results / Involvement
    d. Accomplishments
2. Follow-up Survey Results
3. Recruitment Strategies Being Used
    a. Discuss strategies used for all students including Special populations and Non-Traditional Students to expand placement opportunities.

Agenda / Minutes

Please take a minute to pause for discussion with advisory members in all areas highlighted in yellow throughout the meeting.

1. Introductions
    a. Committee Chair(s) (Must be from Business/Industry/Community Agency)
    b. Program Instructors
    c. All Members Present

Insert a List of Attendees and Company Names or School Affiliation:
(please indicate if members are in-person or virtual)

2. Pre-Meeting Information Discussion
    a. At this time, please ask your advisory committee if they had the opportunity to review the information shared before the meeting? If they have not had a chance to look at it, pause here and allow them 5 minutes to review that information.

    b. Ask for Advisory Feedback
        i. Safety Training
        ii. Equipment Usage
        iii. Student Leadership Results / Involvement
        iv. Accomplishments
        v. Follow-up Survey Results
            1. What comments or suggestions do you have related to the student feedback?
        vi. Recruitment Strategies Being Used

3. Work-Based Learning Highlights

4. Follow-up Discussion from Fall Advisory Meeting
    a. Discussion of Current Goals
        i. How did we do?
        ii. Where can we improve?

    b. Ask for Advisory Feedback
        i. What does the committee recommend related to goal progress / status?

5. Curriculum Update for the upcoming school year
    a. Discuss future needs

    b. Ask for Advisory Feedback
        i.

6. At this time we'd like to hear from our advisory committee members. Allow them time to bring up additional topics related to what is going on in their business. Please add these other topics or comments in this section of the agenda.
    a. Insert Discussion Topic

    b. Ask for Advisory Feedback

    c. Insert Discussion Topic

d. Ask for Advisory Feedback

e. Insert Discussion Topic

f. Ask for Advisory Feedback

7. Action Items (Advisory Board recommendations for the program)
    a. Ask members for specific recommendations for the program

    b. Ask members to vote on support of the recommendations for the program.
        i. Example Language to use for the vote: **(REMEMBER to update this to reflect YOUR meeting)**
            1. *All voting members voted to approve and support the items suggested by instructors. Committee members provided feedback and suggested that programs purchase additional items such as CHG bath supplies, external catheter supplies, supplies for wound care management, updated EKG materials and machines, sage boots, glucometers, items to assist with patients mobility and for tracheal management.*
            2. *A second vote was taken after additional AC discussion and the voting members unanimously approved and supported all suggested items from the discussion.*

8. Adjourn Meeting