



Guidelines for Advisory Committee Meetings

Overview:

All CTE programs must have at least one advisory committee meeting annually. Our partnership with local business and industry is a critical element of CTE education as we prepare students to enter the world of work. These committees play a role in the development, implementation, and evaluation of CTE programs. In order to meet the ever-changing needs of the 21st Century, industry partners also need our help in preparing skilled workforce who are lifelong learners and critical thinkers.

Setting up the Meeting:

1. In cases where the program is offered at both centers, please plan to hold a joint advisory committee meeting together with related instructional staff from both locations.
2. See Lisa Side for the current listing of advisory committee members that we have on file.
3. Modify the list as needed, updating addresses, phone numbers and e-mail for existing partners and adding names of additional members you will be inviting. Please create as comprehensive a list as possible of businesses and industry including places where you send or could send students for internship, places who might employ your graduates, union representatives, post-secondary educators, and others related to your trade.
4. Return your modified list to Lisa.
5. Set a date and time, invite participants and request an RSVP. Please invite your building principal and the director as well as the academic teachers with whom you collaborate. **Also please invite Mr. Boak and Mrs. Ludovici.**

Prepare for the meeting:

1. Plan for refreshments within reason. Submit purchase requests as needed.
2. Create an agenda covering the following topics and any others you feel are appropriate. Plan to take notes. (see attached template)
 - Introductions and explanation of the role of the advisory committee
 - Curriculum
 - Review current curriculum map, textbooks, employability profiles, assignments, etc.
 - Explain any changes / updates you have made recently.
 - Discuss existing articulation agreements and ask for suggestions for additional agreements.
 - Request feedback and suggestions to help prepare students for careers in this field.
 - Ask about upcoming changes in the industry



- Internships
 - How are students doing?
 - How might we improve the process?
- Classroom, Facilities, Equipment
 - Provide a tour of the classroom / shop
 - Ask for suggestions / recommendations
- Enrollment / promotion
 - Provide overview of enrollment / completion trends
 - Ask for suggestions / recommendations
- Invite participants to upcoming events:
 - Open house(s)
 - External reviews as applicable
 - Project presentations
 - Awards Day(s)

Meeting Follow up:

1. Type up meeting notes and distribute to all members of the advisory committee. Include a short note of appreciation for those who attended and inviting others to provide feedback to you by phone or e-mail.
2. Provide a copy of the notes to your building principal, director, and one for each approval binder.