

# Career and Technology Education Advisory Committee Handbook



De Leon ISD

2022-2023

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Advisory Committee Handbook

Today's rapidly changing society requires that educational entities and the communities they serve work closely together, especially in the Career and Technical Education (CTE) programs. CTE is an organized system of programs which is directly related to preparation and training for careers that require skills earned through certificate programs, and post-secondary education of various levels.

Excellence in CTE is the goal of teachers, administrators, and volunteer advisory committee members. Bringing employers and educators together on advisory committees provides a format for sharing information and ideas.

Advisory committees are organized to provide advice and assistance to the teachers and administrators of specific programs. In order to be sure that students are learning the most current skills, employer input must be an integral part of designing and updating curriculum.

Federal and State Laws mandate the creation and use of advisory committees. The Carl D. Perkins Law Section 122(c)(5) states that a school must create a plan that "describes how the eligible agency will actively involve parents, academic and career and technical education teachers, administrators, faculty, career guidance and academic counselors, local business (including small businesses), and labor organizations in the planning, development, implementation, and evaluation of such career and technical education programs" The Texas State Plan for Career and Technical Education additionally states that "Texas requires that eligible recipients annually evaluate their CTE program. Texas school districts have local advisory committees for CTE that are involved in decisions related to the implementation, improvement and evaluation of CTE programs."

## What is an Advisory Committee?

An advisory committee is a representative group of individuals whose experience and abilities represent a cross section of a particular occupational area. The primary purpose of the local advisory committee is to assist educators in establishing, operating, and evaluating programs which serve the needs of students, business and industry, and to provide expertise pertaining to technological change.

## Why are Advisory Committees Needed?

### Committees are needed to

- Provide an opportunity for discussion among people in education, business and industry
- Focus on how to improve CTE and make the most of the community resources that are available
- Strive to improve the relationships between CTE, business, and community
- Provide expertise to the program by reviewing curriculum, facilities, budget, student competencies, and student placement in related occupations
- Provide an advocate for the CTE programs within a school district

### Committees are required to

- Meet the letter of the law that outlines the responsibilities of school districts receiving state and federal funds.
- Meet at least twice annually to review the CTE program.

## What do Advisory Committees Do?

The advisory committee can assist with a variety of activities. These can include Curriculum Development, Public Relations, Job Placement, Recruiting, Inservice Training, Leadership Activities, Legislative, and Program Evaluation.

## Advisory Committee Meetings

### Planning Meetings

Successful committees meet regularly. The committee may set tentative meetings dates for the year during the development of the annual program of work.

Each meeting should be focused on specific issues, held in a comfortable location and planned well in advance of the meeting date.

In order to prepare for subsequent meetings, a school representative and/or the committee chairperson assume the responsibility to:

- Plan an agenda
- Call committee members to remind them of the meeting
- Prepare items for presentation
- Arrange for meeting space
- Prepare special and progress reports
- Send copies of minutes and recommendations to the chief school administrative officer

## What are the roles of advisory committee members and officers?

### Teacher(s)

The key to a successful program advisory committee is the teacher. The teacher should be enthusiastic and willing to take on extra responsibilities. This person is the promoter who does most of the detailed work if a program advisory committee is to be successful.

- Be sensitive to points of view and suggestions from the committee
- Act as a liaison from committee to administration

### Secretary

This person should act as the liaison between the school and the community and maintain a close working relationship with members of the committee. The secretary also may assist the chairperson in setting the tone of the committee activities.

The responsibilities of the secretary are:

- Keep records of attendance of members at meetings
- Keep a record of discussion and recommendations
- Maintain a permanent record file of Advisory Committee activities
- Distribute minutes of Committee meetings and copies of other Committee documents to committee members, teachers, and others who may be concerned. He/she shall have the assistance of the school's staff and the use of the school facilities in performing these functions.

### Committee Chairperson

- The chairperson may be elected directly into that position, or the vice chair may be elected to serve as the next chairperson
- Be a representative from business or industry, elected by the committee members

- Not be a teacher or other school official
- Be sensitive to the views of the members
- Be able to listen critically
- Be able to work closely with the CTE Director
- Preside at the meetings of the committee
- Appoint special committees as the need arises, which may include persons other than committee members
- Meet with CTE program director to prepare an agenda prior to a forthcoming meeting
- Arrange for special presentations

### Committee Vice-Chairperson

- Work closely with the chairperson on all tasks
- Serve as the leader for many of the committee's activities
- Perform specific tasks assigned by the chairperson

### Committee Members

- Be an active participant of the group
- Serve on special committees as the need arises

### Establishing Annual Priorities

First decide what the committee wants to accomplish. Advisory committees are usually involved in some or all of the following broad areas:

- Community Relations
- Curriculum Review and Updating
- Community Resources
- Career & Technical Student Organizations
- Job Placement
- Program Review
- Staff Development
- Recruitment

These areas of advisory committee involvement are not meant to be all-inclusive, but rather are starting points for discussion to determine the overall needs of the program. Instructors and/or administrators are excellent resources to help identify the needs of the program.

These items should be considered as the committee discusses the selection of priorities.

- Past accomplishments
- Current and future needs of the program
- Current and future needs of the community

## Specifying Committee Activities

Once the committee has identified its priorities, the discussion will become more specific as the committee determines exactly what it wants to accomplish. Possible activities in each priority area include:

### Community Relations Activities

- Present programs to civic and service groups
- Establish ways to recognize outstanding students and teachers
- Obtain contributions to promote programs
- Participate in and promote special school events
- Provide information at school board meetings
- Set up and support a scholarship program

### Curriculum Activities

- Review instructional materials for technical accuracy
- Assist in obtaining instructional materials
- Recommend equipment and supplies
- Recommend core curriculum content
- Recommend safety policies
- Provide equipment and facilities for specialized training needs
- Identifying competency levels and performance standards
- Identifying employability skills
- Encourage academic integration in the classroom
- Review the CTE course selections offered at the district

### Community Resource Activities

- Identify community resource people
- Provide tours and field trip experiences
- Provide speakers

### Career & Technical Student Organization activities

- Designing skill and testing events
- Judging competitive events developed by recognized student organizations
- Gathering contributions of equipment/supplies for events and awards
- Sponsoring and recognizing student activities and leadership events

### Job Placement Activities

- Providing students with cooperative training opportunities and internships
- Providing full and part-time jobs to qualified students
- Coordinating potential job openings with other employers
- Conducting occupational surveys and employment forecasts
- Notify teachers of job openings for students
- Assist students to develop interviewing skills

### Program Review Activities

- Reviewing goals/objectives of the Career & Technical Education program

- Examining outcomes relating to quality and quantity of graduates and job placements
- Assuring that programs are up-to-date and technologically current
- Make recommendations for program improvement

#### Staff Development Activities

- Obtaining counsel and assistance on special problems and new undertakings
- Supporting departments in sending teachers to professional and conferences

#### Recruitment Activities

- Assisting in recruiting teachers
- Assisting in recruiting new Advisory Committee members

#### Public Relations Activities

- Displaying posters and other publicity
- Recognizing outstanding Career and Technical Education teachers
- Recognizing outstanding students
- Being visible in support of programs during public and special events
- Presenting to civic and community groups
- Maintaining a current library of resource materials

#### Legislative Activities

- Providing tours for legislators through the Career & Technical Education training facilities
- Communicating with legislators about the benefits of the CTE program for students and the community as well as program needs
- Staying current on new legislation

**For more information about joining the CTE Advisory Committee contact Liesa Nowlin Director of Federal and Special Programs at 254-893-8210, or [lnowlin@deleonisd.net](mailto:lnowlin@deleonisd.net)**