

Purpose and Roles of the CTE Advisory Committee

Career and technical advisory committees **advise, assist, and provide support and advocacy** for quality programs. The time and energy devoted by the advisory committee helps increase committee members' knowledge about the career and technical education program and the instructor's knowledge about the job market, employers' needs, and community opportunities. Career and technical advisory committees perform five major roles which include:

1. Providing information that will update, modify, expand and improve the quality of program(s).
2. Supporting and strengthening the partnership between business, labor, the community, and education.
3. Making recommendations that will strengthen and expand the career and technical education curriculum, and providing assistance in implementing their recommendations.
4. Identifying and validating academic and occupational competencies, determining priorities, reviewing and evaluating programs.
5. Articulating long-term goals and objectives of the career and technical program to students, parents, employers and the community.

In fulfilling these roles, members provide valuable services and/or support in areas such as curriculum and instruction, facilities and equipment, resources, program review, student career exploration and preparation, staff development, community/public relations, legislative and financial support, and career & technical student organization support. **Examples** of the functions and activities in which the advisory committee may participate or include in its program of work include:

Curriculum and Instruction

Facilities and Equipment

Program Review

Resources

Staff Development

Student Career Exploration and Preparation

Public/Community Relations

Legislative Support

Leadership & Employability Skill Development

Curriculum and Instruction

- Recommend or endorse new course offerings OR course modifications based on labor market trends and directions
- Recommend or endorse temporary teacher certification applications
- Inform teachers of new methods, procedures, products and technologies
- Analyze course content and sequence
- Compare content with occupational competencies and tasks
- Assist in developing and validating assessments
- Review, recommend, and assist in obtaining instructional materials
- Recommend safety policies and procedures
- Give classroom presentations
- Provide supplies (such as raw materials, finished products, charts, posters) for exhibit of instructional purposes
- Arrange for student field trips at industry sites
- Identify community resource persons to assist career and technical education teachers in the classroom

Facilities and Equipment

- Assess, recommend, and/or provide equipment and facilities
- Make recommendations for new/updating equipment
- Review and make recommendations pertaining to use of facility setup
- Assist in obtaining needed equipment and supplies at discounted prices
- Help attain instructional resources

Program Review

- Review and recommend program goals and objectives
- Participate in program evaluation and recommend additional evaluation criteria
- Compare student performance standards to business/industry standards
- Evaluate the quality and quantity of graduates and job placement
- Identify new and emerging occupations
- Recommend new programs or elimination of obsolete programs
- Participate in long-term planning

Resources

- Conduct/assist with fundraising activities and make or obtain donations
- Establish scholarships and awards
- Leverage community resources and broker community partnerships

Staff Development

- Assist in designing and facilitating industry internships or back-to-industry opportunities for teachers to upgrade their technical knowledge and skills
- Offer specialized training programs and/or inservice opportunities for teachers
- Review professional development plans
- Conduct workplace tours for educators
- Invite teachers to participate in professional industry organizations relating to training program
- Help teachers find summer employment, internships or summer experiences in their field

Student Career Exploration and Preparation

- Speak at orientations
- Participate in career fairs
- Promote career and technical education to youth and adults
- Help conduct events recognizing students, employers, or others active in CTE
- Provide tours and field trips, job shadowing experiences, and speakers
- Facilitate student internships or cooperative work experiences
- Provide mentorship opportunities
- Review student skills certification and career plans
- Conduct mock interviews
- Identify part-time work opportunities during the school year or summer months
- Arrange for testing via licensing agencies
- Provide notification of job openings for program graduates
- Assist in recruiting new staff and potential students

Public/Community Relations

- Increase awareness of career and technical education through newspaper, radio, and TV
- Introduce students and programs to civic and service groups
- Establish awards programs to recognize student accomplishments
- Obtain media coverage for special events
- Participate in and promote special school events
- Present to the local school board
- Develop and carry out a local marketing plan for career and technical education
- Present programs to community groups
- Establish programs to recognize outstanding students, teachers, and community leaders
- Participate in the reading and evaluation process to determine CTE scholarship recipients

Legislative Support

- Actively support state and federal legislation that supports career and technical education
- Advocate for programs with legislators; assist with communication
- Arrange tours of programs for legislators
- Involve legislators in program events

Leadership & Employability Skill Development

- Conduct/participate in leadership development activities, conferences and/or workshops
- Sponsor student organization activities and assist in fundraising
- Promote efforts of career and technical education student organizations
- Judge competitive skill contests
- Secure prizes or donations for contests, conferences and/or workshops
- Attend recognition banquets and special events