



# **Kansas Board of Regents**

***The Carl D. Perkins  
Strengthening Career and Technical Education  
for the 21<sup>st</sup> Century Act***

## **Advisory Committee Handbook for Carl D. Perkins Grants**

Updated March, 2020

## Introduction

To maintain Career and Technical Education (CTE) programs that meet current occupational needs, CTE educators rely heavily on advice from business and industry. An important step in establishing, maintaining, or upgrading an existing CTE program is the organization of a local Advisory Committee.

An **Advisory Committee** is a group of persons outside the education profession, comprised of representatives, recognized and respected in their own fields of work and as employers of individuals in occupations directly related to the specific CTE field of study, who advise CTE educators and administrators regarding CTE programs, based on the employment needs of the community, state, regional, national, and international marketplace.

**The general functions** are to act in an advisory capacity for the development and improvement of the CTE course/program.

### ***An Advisory Committee can assist in answering ...***

Are students being prepared for the future job market?

What should the training include?

Is curriculum adequately addressing industry needs?

Do course and program competencies and performance levels meet industry standards?

What industry-recognized credentials (includes certificates or licenses) are available within the cluster/pathway?

### ***Advisory Committees offer many services:***

They can participate in Regional and Local needs assessments.

They assist with the course/program development and improvement.

They provide advice that is not easily obtainable elsewhere.

They assist in public relations activities.

They offer different points of view.

They can actively aid in the placement of graduates.

They assist in keeping educational programs up-to-date.

They can offer training sites for internships or “live” work for In-House Training (IHT).

## Preliminary Steps

Postsecondary institutions are encouraged to develop an official policy regarding the organization and function of the CTE Advisory Committee.

**Advisory Committee Design:** Each CTE program must establish its own industry-unique Advisory Committee. Business representatives may serve on more than one advisory committee, if appropriate (i.e. a welder could serve on both the Welding and Manufacturing Advisory Committees).

## Goals, Objectives, and Activities of Advisory Committee

The Advisory Committee members evaluate the Career and Technical Education (CTE) program on which they serve and advise the CTE coordinator and CTE administration on improvement of the program.

The following information offers several suggestions for an advisory committee's input, expertise, and action.

**Analyze the course content:** Suggested activities may include, but are not limited to:

- Review and recommend content for the program of study, specific course competencies, and standards of proficiency necessary for initial and continued employment in the occupation.
- Review sequence of courses that comprise the program of study.
- Review Articulation Agreements.
- Help develop educational objectives.
- Review software packages, textbooks, resources, and other supplementary materials.
- Advise on the extent to which academic and employability skills should be taught.
- Recommend standards for work-based learning (both real and simulated), experience-based learning activities, experiences, projects, and programs.
- Identify programs' strengths and gaps as they relate to the needs assessment.

**Assist with Industry Credentials:** Suggested activities may include, but are not limited to:

- Recommend industry-recognized credentials available within the program's occupations.
- Assist with recommending multiple entry and exit points which incorporate credentialing.
- Assist with obtaining testing for industry credentials, licenses, and certifications.

**Evaluate facilities and program equipment:** Suggested activities may include, but are not limited to:

- Evaluate existing equipment, facilities, and resources and recommend improvements.
- Evaluate lab equipment and resources compared with the current and future technology and industry standards.
- Evaluate lab (or shop) safety program.
- Evaluate room (shop, lab) layout, space requirements, workstations, lighting, ventilation, etc., compared with industry norms and recommendations.

***Assist with Instructional and Learning Experience:*** Suggested activities may include, but are not limited to:

- Provide plant tours and field experiences for students and instructors.
- Provide, identify, or suggest resource personnel to enrich the instructional content.
- Assist in establishing training stations where students can obtain the appropriate occupational work-based learning.
- Assist in locating resources for exhibit and instructional purposes in the classroom, lab, and shop.
- Assist in obtaining industry-standard equipment and supplies on loan, as gifts, or at special prices.
- Support Career and Technical Student Organizations and sponsor student incentives, prizes, and scholarships.
- Suggest qualified persons for instructor vacancies.
- Participate as a resource to enhance the instructional process.
- Provide instructor Internship opportunities.

***Assist with Job Opportunities:*** Suggested activities may include, but are not limited to:

- Assist in surveying workforce needs as it relates to the programs' size, scope, and quality.
- Advise on new and emerging occupations.
- Advise on the changing nature of the competencies in occupational fields.
- Assist in placing graduates by informing the institutions of opportunities to place students in full-time or part-time jobs.
- Provide relevant information to instructors concerning desirable aptitudes, education, and experience background applicants need for entry-level jobs.
- Advise on program content as it relates to technical, academic, and employability skills.
- Advise on ways to recruit and retain students in special populations into programs, including those leading to careers that are nontraditional for their gender.

**Form Partnerships:** Suggested Activities may include but are not limited to:

- Provide news stories concerning CTE programs to the local news media.
- Participate in multi-media programs designed to promote career education.
- Testify in support of career and technical education at meetings which may be called by local and state officials, boards, and legislative groups.
- Encourage other businesses to stimulate development of work-based learning opportunities including internships, in-house training, OJT, clinicals, etc.
- Build interest and understanding between the school and community organizations through partnerships.
- Attend or present at Kansas Board of Regents (KBOR) sponsored CTE Conferences and Workshops.

**Advice on Short- and Long-range Plans:** Suggested Activities include but are not limited to:

- Review existing policies on career education.
- Help institutions set priorities for CTE budgetary expenditures.
- Assist with development of a local needs assessment and recommend actions based upon the findings.
- Assist with the development of program evaluation procedures.
- Assist in analyzing local CTE student concentrator data.
- Assist in preparation for a Carl D. Perkins Compliance & Monitoring Review.
- Assist in preparation for a civil rights non-compliance visit.

**Provide Recommendations:** Suggested Activities may include but are not limited to:

- Prepare an annual report with supportive data stating the observations, findings, and recommendations of the committee majority for future program improvement.

**Membership:** Considerable attention should be given to the careful selection of members of the local Advisory Committee. The membership of an Advisory Committee must include a minimum of three (3) representatives from business/industry. Business/Industry members should employ or represent individuals in occupational fields related to a CTE program of study.

Non-Voting Ex-Officio members of the committee include CTE staff and administration representatives.

Business and industry members should make up the MAJORITY of the voting and non-voting committee members.

It is suggested that committees contain an odd number of members to eliminate tie votes.

**Representation:** Members should be representative of the labor market area and should include all types of businesses and industry and levels of responsibility therein.

Where possible there should be diversity among the members of the advisory committee. Diversity could include: persons from racial and ethnic minority groups, persons with disabilities or persons in occupations that are nontraditional for their gender. Members from these diverse groups will bring special knowledge and unique perspectives that can aid in understanding discrimination that students may experience. If possible, the diversity of the advisory committee should be similar to the diversity found in the college and surrounding community.

**Qualifications:** The membership of the Committee should include individuals who possess knowledge and work experiences representative of the occupational areas served by the program, and of the total community.

**Characteristics:** Candidates for membership should be civic-minded, cooperative, responsible and productive people who possess integrity. They should express interest, willingness, commitment and time availability to serve on the Advisory Committee.

**Selection:** The members should be nominated by education, business, industry and labor leaders and the general public. Final appointment should rest with the CTE Administration.

**Size:** It is suggested that the size of the Advisory Committee be from five to seven (5-7) members (an odd number eliminates tie votes). There must be a minimum of three (3) voting members for approval.

**Replacement:** The replacement of members should be on a regular and staggered basis according to the length of appointment established. Advisory Committee members generally serve a three-year term; alternate terms of appointment of one, two, and three years may be considered. Contributing members can be asked to renew for subsequent three year terms. It is valuable to recruit new members regularly. New members bring new ideas and perspectives. Rotating committee membership helps prevent "burning out" valuable volunteers. Recruiting new members will also increase awareness of the program within the industry and the community.

**Leadership:** Chairperson - the primary function of the Chairperson is to provide leadership at all meetings. Candidates for this position should demonstrate public speaking and human relations skills, as well as an ability to organize and conduct orderly and productive meetings. The Chairperson, selected by the Advisory Committee members, shall not be an employee of the institution. The Chairperson should encourage all members to participate in the decision-making process. This will ensure the continued participation and interest of committee members.

Vice-Chairperson - the Vice-Chairperson is to serve in the absence of the Chairperson and to assist in the planning and development of all committee activities, including the regular meetings. The Vice-Chairperson, selected by the Advisory Committee members, shall not be an employee of the college or institution.

Secretary - the Secretary plays an essential role on any productive, informed committee. The Secretary is responsible for recording the minutes of each meeting and for the timely preparation and mailing of the minutes, meeting agenda, and correspondence. These documents should be sent to all committee members, school administrators and other interested parties. The secretary should not be an employee of the school, although printing and mailing of the minutes, meeting agendas and other correspondence could be provided by the college.

**Role of the Sponsor:** A CTE coordinator/instructor or administrator should serve as a non-voting ex-officio member of the committee to provide logistical support and represent the position of the college. The CTE sponsor should inform and orient committee members to the functions, objectives and philosophies of CTE. He/she should be knowledgeable of CTE programs, and exhibit enthusiasm for the work of the committee.

After the Chairperson has been selected, the CTE administrator or CTE coordinator/instructor works cooperatively with the Chairperson in preparing and disseminating agendas, minutes, reports, and recommendations.

The role of the CTE sponsor is crucial to its success. He/she must serve as a catalyst to constantly move the committee forward without detracting from the prestige of the Chairperson or committee members and without assuming the direct, overt leadership of the committee. To accomplish this goal, the sponsor must be versed in planning and carrying out the many procedural requirements of committee work.

**Operational Guidelines:** A written set of policies outlining Committee activities such as membership selection, term of appointment, standing or ad hoc committee responsibilities and membership duties should be developed locally and be relevant to local needs. Long range goals and objectives should be developed and reviewed annually.

It is highly recommended that Advisory Committees adopt ROBERT'S RULES OF ORDER, NEWLY REVISED as the parliamentary authority; any deliberative assembly can formally adopt written rules of procedure. Use parliamentary procedure to conduct all meetings, and select a parliamentarian to aid, advice and consult during meetings.

**Meeting Scheduling:** Meetings are conducted a minimum of twice each academic year with a focus on evaluating the current program(s). Annual discussion should include an evaluation of why the program exists, the number of graduates, the number employed in the field, wage data related to the program and the credential or degree earned.

**Call to Order and Adjournment:** Meetings should have a definite starting and adjournment time. The Chairperson must make a strong effort to begin the meeting on time, move through the agenda in a businesslike manner allowing for sufficient discussion, and adjourn the meeting at the scheduled time.

**Minutes:** Minutes are kept by the Committee Secretary and distributed to the members prior to the meeting to allow for review. Minutes and other Advisory Committee activity records should be filed with the college's Perkins Coordinator. Minutes are to be kept in a convenient location so as to be available for review by the public and for Carl D. Perkins Monitoring visits.

## Recognition of Committee Members

The committee should provide recognition for members who have contributed considerable time and effort to the Advisory Committee. An appropriate method might be:

- Awarding of a certificate of appointment when the member first joins,
- Nominating the member and their company for recognition through the Kansas Board of Regents' Employer Engagement Initiative as either a "Champion" or (at minimum) a "Partner" to the institution.
- Awarding a certificate of appreciation of service when the member decides to leave as signed and presented by the institutions Board of Trustees.

Releases to the news media on Committee activity can also provide recognition. The following are additional suggestions for recognition of Committee members:

**Publications:** The names and pictures of committee members would appear in college publications.

**Complimentary:** In some settings, committee members may be provided with complimentary tickets to college functions as small tokens of appreciation of their efforts.

**CTE Activities:** Members may be asked to participate in a CTE employer/employee banquet, graduation or other college events.

**Letters:** Members should receive letters of appreciation at appropriate times, such as at the end of the year, at term end, holidays, etc.

## Reporting Procedures

A copy of meeting minutes for each Advisory Committee should be included in the Perkins Local Grant Final Report. The minutes should include the pertinent details of the meeting, including members present, the topics of discussion and actions taken. (See Advisory Committee Meeting Minutes Template).



# Advisory Committee Meeting Minutes Template

Community/ Technical College  
Specific CTE Program  
Program Advisory Committee Meeting  
Date

**6:30 pm** Advisory Board Dinner

**Insert Name**, Dean of Instruction, welcomed the PAC Groups and thanked them for their support in the meeting the mission of **Institution Name**.

**7:40 pm** The annual PAC meeting for the dental programs was called to order with the following PAC members present:

**List members present**

PAC members absent: **List members not in attendance**

**Approval of Previous Meeting Minutes**

**Insert Name** moved to approve the minutes as read, **Insert Name** second, minutes approved as read.

**Review of College Mission & Vision Statements** – HLC accreditation is in process and as part of the annual review we ask the PAC members to review the College Mission and Program Missions. Typos within the documents were corrected; a motion to approve the mission statements was made by **Insert Name** and second by **Insert Name** approved with corrections.

**Review of Curriculum for each program was completed no changes were recommended at this time.**

**Insert Name recommended that the PAC** members consider having only **Insert Institution Name** students be accepted to the program as a matter of tracking the educational process and information standards. Currently students from other programs in the state do not hold to the same standard as the institution's program and there is no time to provide remedial instruction. Students from other programs are not prepared for the examinations and rigorous program requirements.

It was determined that this needed to have considerable thought and policy changes would need to be reworked and as such we would table this discussion until the spring meeting at which time the program faculty would bring a proposal to the PAC as a recommendation.

**OLD Business:** none

**NEW Business:**

**Insert Name suggested** that we move a paperless system within the programs - he is meeting with a vendor tomorrow and will inquire as to what they might be able to help us with in terms of providing software and equipment to the programs.

**Insert Name** needs an autoclave in his area. **Insert Name** said that she would see what she could do in terms of getting him this piece of equipment.

No other new business.

**Major Program Issues** - none

**Insert Name** made the motion to adjourn the meeting a second by **Insert Name**. Motion passed

**8:10 pm Meeting Adjourned**