

# ADVISORY COMMITTEE RECOMMENDED GUIDELINES

## PURPOSE OF ADVISORY COMMITTEES

The purpose of the advisory committee is to assist a career and technical education program for which the program was selected to serve. Assistance is given to the instructor and/or students through discussions, investigations, interactions, promotions, and recommendations. An effective advisory committee fulfills its primary purpose by providing ongoing evaluation, consultation, and research on programs and curriculum. The committee also serves as a resource regarding new and current technologies being used in the work place. The advisory committee must operate under published, reviewed policies and procedures including an up-to-date constitution and bylaws.

CITED INDIANA CODE  
IC 20-37-2-10

### **Advisory committee**

Sec.10.

- (a) Each governing body administering approved vocational schools or departments for industrial, agricultural, or home economics education shall appoint an advisory committee composed of members representing local trades, industries, and occupations.
- (b) The advisory committee shall advise the governing body and other school officials having the management and supervision of the schools or departments described in subsection (a).

As added by P.L.1-2005, SEC.21  
511 IAC 8-2-7 Advisory committees  
Authority: IC 20-19-2-8  
Affected: IC 20-20-20

Sec. 7. The school corporation shall ensure that an advisory committee is organized and functioning with meetings conducted each school year:

- (1) for the total vocational program in the school corporation; and
- (2) for each program area and/or, where appropriate, for each vocational program within the school corporation.

(Indiana State Board of Education; Rule V-2,Sec 6; filed Sep 29, 1978, 2:39 p.m.: 1 IR 864; filed May 28, 1998, 4:57 p.m.: 21 IR 3833; readopted filed Sep 7, 2004, 5:10 p.m.: 28 IR 323) NOTE: Transferred from the Commission on General Education (510 IAC 8-2-7) to the Indiana State Board of Education (511 IAC 8-2-7) by P.L.20-1984, SECTION 206, effective July 1, 1984

## **MEMBERS**

Each career and technical education program advisory committee shall be comprised of people knowledgeable of that particular program area. These people could include community people working in the committee's specific job skill areas and/or former students employed in the areas for which they were trained. The committee could also have as members people interested in the program area such as parents of students currently enrolled in the program, career and technical administrators, guidance counselors, representatives of students with disabilities, or people who have shown a general interest in the program.

The committee should be made up of a minimum of ten (10) members. Fifty (50) percent of the committee members should represent the CTE program business area. All the committee members should have the commitment to serve. Suggested committee membership includes parents, students, teachers, administrators, counselors, representatives of business and industry, representative of special populations and any other interested individuals involved in your program area. The instructor should submit a list of advisory committee member's names to the Director of Career and Technical Education by October 1st. Each committee member should remain on the committee for a three (3) year term. After the third year, the member could be reappointed for an additional three-year term if appropriate - or be replaced.

A rotation plan should be established whereby only one third (1/3) of the committee would be replaced each year.

## **MEETINGS**

Each advisory committee should meet at least two (2) times during the school year one each semester. The first meeting should be conducted before December 1 of each year. The second meeting should be conducted in the spring before May 15. All members should be notified with the appropriate agenda at least ten (10) days before each meeting by the committee secretary or instructor. Mail, telephone, email or text messages could be utilized to notify the committee members. An agenda for each meeting shall be prepared by the chairperson or his/her designee.

## **MINUTES OF THE MEETINGS**

A copy of the minutes of each meeting is to be sent to the Director of Career and Technical Education for his/her files and one copy should be kept in the instructor's files. The minutes should include the following:

1. Time and date of the meeting
  2. Place the meeting was held
  3. Names of the members present
  4. Business transacted or actions taken
  5. Committee recommendations
  6. Copies of all handouts
  7. Date and time of next meeting
  8. Signature of secretary, chairperson, or instructor
- See examples in the Appendices

## **ADVISORY COMMITTEE OFFICERS**

There shall be a chairperson, vice-chairperson, and secretary elected for each committee. The officers shall be elected from the committee members who have served on the advisory committee for at least one (1) year. The chairperson can, if the instructor desires, lead the discussions at the committee meetings.

The vice-chairperson shall take over the duties of the chairperson for the meeting in the absence of the chairperson.

The secretary is to take minutes at each meeting and prepare them for distribution. The secretary is to keep a record of attendance of all committee members. The minutes are to be signed by the secretary, the chairperson, or the instructor. Copies of the minutes are to be sent to the Director of Career and Technical Education and the instructor for their files.

## **DUTIES OF AN ADVISORY COMMITTEE**

The duties of an advisory committee may include the following:

- Study the needs of the business and/or industry which may be related to an individual skill program, career clusters, or the total general program.
- Aid the school/program area in those activities which will lead toward remaining up-to-date and increased student success.
- Plan and implement an orientation/training for new members on a yearly basis
- Plan and implement an end-of-course assessment along with all the other criteria that helps fulfill the program of study requirement
- Review course standards/curriculum, assessment practices, academic integration and instruction, and resources to ensure effectiveness
- Serve as an avenue of communications between education, the world of work, and the community
- Promote and publicize the program
- Offer recommendations for improvement of facilities, equipment, and instructional materials
- Assist in the short and long term evaluation of the program/courses
- Correlate the work of the school/programs with that of union, labor, management, Chamber of Commerce with which the advisory committee members can develop a communication network
- Assist/advise the school/program in selecting priorities, updating curriculum, choosing textbooks, and evaluating the effectiveness of the program and meeting the needs of the students
- Study school/programs in other communities for the purpose of encouraging the use of those practices which may be applicable to the program areas
- Advise on revision of objectives or goals of the school/program as determined by evaluations
- Assist the school/program by performing such duties as mock interviews, selection of outstanding students, selection of scholarship winners, etc.
- Analyze the relevant employment needs in the career and technical area
- Provide, monitor, and mentor student leadership opportunities and organizations
- Keep abreast of legislation and legislative actions that affect CTE programs

- Set a professional standard and model good attributes

## **FOLLOW-UP**

Within two (2) weeks after each meeting, minutes of the advisory committee meetings will be submitted to the Director of Career and Technical Education unless other arrangements have been made with the Director.

An active advisory committee shall be part of the career and technical education program. It is a requirement of the state Department of Education and should be part of the professional development of all career and technical education programs. Every three (3) years, the advisory committee should assess the effectiveness of the meetings, make-up of the committee, etc. as per the DWD state evaluation.

## **ADVISORY COMMITTEE GUIDELINES SUMMARY**

1. A list of advisory committee member's names must be submitted to the Director of Career and Technical Education by October 1st.
2. Officers must be elected from the committee membership every year.
3. Each advisory committee is required to meet a minimum of once per semester.
4. The first meeting is to be held prior to December 1st.
5. The second meeting must take place before May 15th.
6. Snacks may be provided at each meeting.
7. The advisory committee must be active and conduct business in an effort to assist their program area and the school.
8. Minutes must be taken at each meeting and a record of attendance kept.
9. Minutes must be submitted to the Director of Career and Technical Education within two (2) weeks of each meeting.
10. These advisory committee guidelines must be followed.

## **APPENDIX A      AGENDA SAMPLE**

AGENDA

COMMITTEE: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

I. CALL THE MEETING TO ORDER

II. INTRODUCTIONS/OVERVIEW OF MEETING

III. READING/APPROVAL OF MINUTES

IV. READING/APPROVAL OF FINANCIAL REPORTS IF APPROPRIATE

V. DISCUSSION ITEMS

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. OTHER ITEMS TO BE BROUGHT BEFORE THE COMMITTEE

IX. NEXT MEETING DATE, TIME, AND PLACE

X. ADJOURN

## APPENDIX B MINUTES SAMPLE

MINUTES

PROGRAM NAME: \_\_\_\_\_

LOCATION OF MEETING: \_\_\_\_\_

TIME: \_\_\_\_\_

COMMITTEE MEMBERS PRESENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I. CALL TO ORDER
- II. READING/APPROVAL OF MINUTES
- III. READING/APPROVAL OF FINANCIAL REPORTS IF APPROPRIATE
- IV. DISCUSSIONS:

\_\_\_\_\_  
\_\_\_\_\_

V. OLD BUSINESS:

\_\_\_\_\_  
\_\_\_\_\_

VI. NEW BUSINESS:

\_\_\_\_\_  
\_\_\_\_\_

VII. OTHER:

\_\_\_\_\_  
\_\_\_\_\_

VIII. ADJOURNMENT

APPROVED BY:

\_\_\_\_\_  
SIGNATURE

## APPENDIX C

## Sample By-Laws

By-Laws of the \_\_\_\_\_ Advisory committee

### **Article: Name**

This group shall hereafter be known as the \_\_\_\_\_  
Education Advisory Committee.

### **Article II: Purpose**

Section 1: The purpose of the advisory committee is to advise, not to develop policy, and may include:

- a) Evaluate the stated goals and objectives of the CTE program
- b) Determine the needs of business, industry or labor which are directly related to the CTE program
- c) Evaluate the course stated goals and objectives
- d) Help develop a program that better relates to the need of business, industry, and labor
- e) Aid the program in those activities that will lead toward progress
- f) Offer recommendations to improve the facilities, instructional materials or equipment
- g) Evaluate annual progress made toward goals and state objectives
- h) Advise on revising goals and objectives as reflected by the annual evaluation
- i) Serve as a liaison between the school, the community and business, industry, and labor
- j) Develop a communication network with the work force
- k) Review instructional strategies and make suggestions
- l) Determine community needs
- m) Assist in marketing CTE education programs
- n) Obtain the cooperation of business-industry-labor
- o) Evaluate program activities
- p) Advise on current industry standards
- q) Support career and technical education student organizations
- r) Assist with job placements

Section 2: This program advisory committee shall limit the scope of its recommendations to those businesses and industries directly related to the specific program it serves.

### **Article III: Membership**

Section 1: Members are selected by the program's teacher-coordinator and appointed to represent a cross section of the community business, industry, and labor served by the program.

Section 2: Membership shall include parents, students, teachers, administrators, counselors, representatives of business and industry, representatives of special populations, and any other interested individuals involved in the program area.

Section 3: The committee shall have at least 10 members.

Section 4: Fifty (50) percent of the committee members should represent the Career and Technical Education program business area.

Section 5: Appointment of an advisory committee member shall be for three years except when the appointment is to fill an unexpired term. After the third year, the member could be reappointed for an additional three-year-term.

Section 6: A rotation plan should be established whereby only one third (1/3) of the committee would be replaced each year.

Section 7: The term of the new members will begin on July 1 of each year.

Section 8: The advisory committee may suggest names of prospective members to the teacher-coordinator.

Section 9: Although not members of the advisory committee, the teacher-coordinator and other selected officials and guests may be present at each meeting to receive the advice of the committee.

### **Article IV: Meetings**

Section 1: Regular meetings of the advisory committee will be established by agreement of committee members and the teacher-coordinator with a minimum of 2 meetings annually. The first meeting should be conducted during the fall semester by December 1. The second meeting should be conducted during the spring semester by May 15.



Section 2: The committee members must be notified of the meeting at least ten (10) days before the meeting by the committee secretary or instructor. Mail, telephone, email, or text messages could be utilized to notify the committee members.

Section 3: An agenda for each meeting shall be prepared by the chairperson or his/her designee.

Section 4: A majority of the membership shall constitute a quorum, which must be present in order to conduct any business.

### **Article V: Election of Officers**

Section 1: The officers shall be a chairperson, vice-chairperson, and secretary elected from the membership.

Section 2: The officers shall be elected annually by a majority vote of those present.

Section 3: The chairperson shall be elected from among those members who have served on the committee at least one (1) year except for the first chairperson elected under these by-laws.

### **Article VI: Duties of Officers**

Section 1: The duties of the chairperson shall be to:

- a. Preside at meetings of the advisory committee if the instructor desires
- b. Appoint committees as needed
- c. Provide the teacher-coordinator with suggested agenda items and with materials needed for copying and distributing to committee members
- d. To break a tie vote

Section 2: The duties of the vice-chairperson shall be to:

- a. Preside at the meetings of the advisory committee when the chairperson cannot be present or cannot preside

Section 3: The duties of the elected secretary shall be to:

- a. Record minutes at all meetings (or verify minutes taken by the appointed secretary)
- b. Keep a record of attendance of all committee members
- c. Sign the minutes (or designate the chairperson or instructor)
- d. Provide a copy of the minutes to the teacher-coordinator for distribution to members with the agenda for the next meeting
- e. Assume responsibility for all requested correspondence of the committee

Section 4: The duties of the teacher-coordinator shall be to:

- a. Submit minutes to the Director of Career and Technical Education within two (2) weeks of each meeting
- b. Keep a copy of the agenda, minutes, and any meeting handouts in an advisory committee file
- c. Submit a list of advisory committee member's names to the Director of Career and Technical Education by October 1<sup>st</sup> of the current year
- d. Plan and implement an orientation/training for new members on a yearly basis

## **APPENDIX D**

## **Advisory Committee Members**

Contact Information

Title

Term Length

Parent

Student

Teacher/Special Populations

Administrator

Counselor

Business/Industry

Union Reps

Non-Voting

## **APPENDIX E**

### **SAMPLE OF ORIENTATION OF NEW COMMITTEE MEMBERS**

This could be a separate session on a separate day or a meeting just prior to the scheduled meeting. This is only a recommendation and is to be used as necessary to bring your new committee members up to speed and feel welcome

#### **NEW MEMBER ORIENTATION SESSION**

- I. Welcome
- II. Member contact information – address, phone number, email address, etc.
- III. Instructor contact information – phone numbers, email address
- IV. Logistics – number of meetings, times, dates, place, agendas, etc.
- V. Purpose of advisory committee – why the committee is needed
- VI. Structure of advisory committee – officers, duties, guidelines, etc
- VII. Discussion of the program – what are their views on the program?
- VIII. Questions and answers – what do they still need to know and have questions about?
- IX. Adjourn

## APPENDIX F

## Cited Indiana Code IC.20-27-2-10

### Advisory Committee

#### Sec. 10.

- a) Each governing body administering approved career and technical departments, agricultural, or home economics education shall appoint an advisory committee composed of members representing local trades, industries, and occupation.
- b) The advisory committee shall advise the governing body and other school officials having the management and supervision of the schools or departments described in subsection (a).

As added by P.L. 1-2005, SEC. 21 511 IAC 8-2-7

Advisory Committees Authority: IC 20-10-2-8

Affected: IC 20-20-20

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- 1) For the total CTE program in the school corporation; and
- 2) For each program area and/or, where appropriate, for each CTE program within the school corporation.

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