

## CTE Advisory Boards/Committees

### **Purpose**

A Career and Technical Education (CTE) Advisory Board or Committee is a broad-based group with representatives from business/industry, education, and the community at large that actively assists in planning and implementing high quality CTE programs.

Advisory Committees:

- Help educators keep up-to-date on the true needs of area businesses and industries
- Strengthen communication, positive rapport, and collaboration linkages between business, education, and the community
- Build awareness, support for, and understanding of CTE programs.

Advisory committees do not have administrative or policy-making authority, but they serve as valuable partners in the education process. Members are knowledgeable and interested volunteers who represent the community, its businesses, and families.

### **Advisory Board Expectations/Standards**

#### ***Indiana CTE Program Standards: Standard 2 Advisory Committees***

A broad-based group with representatives from education, industry, and the community at large actively assists in planning and implementing career and technical programs.

- 2.1 Advisory committees (general and program area) are organized and meeting as required each school year (511 IAC 8-2-8)
- 2.2 Advisory committees meet a minimum of twice per year and maintain accurate minutes of each meeting
- 2.3 Membership includes a balanced representation from business/industry, labor, education, males and females, and advocates for racial and ethnic minorities, and the disabled
- 2.4 Program advisory committees annually review course standards, curriculum, assessment practices, and resources (including equipment) for appropriateness and effectiveness.

### **Advisory Board/Committee in General**

Advisory committees can serve the whole department, or they can serve a single program component such as an individual course.

Depending on the school situation, the advisory committee will vary in make-up. It may be the same as the Career and Technical Student Organization (CTSO) advisory committee, or may be a sub-committee of the School CTE advisory committee. Regardless of the program served, an advisory committee can fulfill many functions that benefit the program, the instructor(s), and the students by conducting a variety of useful activities. There is no limit to the tasks your advisory committee and its members can perform, no "right" or "wrong" activities you can ask them to undertake.

**CTE Advisory Committee Possibilities:**

- Review course content to assure its relevancy in meeting the competency requirements business and industry, students, and the community
- Review all features of the program, including the various classroom formats used
- Review instructional materials
- Assist in developing or securing work based learning sites or internships
- Review equipment, software, supplies, and educational resources
- Evaluate physical conditions of the learning space, adequacy of equipment, and layout of facilities and equipment
- Review needs and support budget requests for equipment and supplies
- Review safety requirements of programs
- Assist in the selection and acquisition of classroom equipment
- Establish and maintain a library of educational resources
- Arrange for resource instructors from the community and from businesses or industry to assist regular teachers
- Identify employment trends in specific industries and make recommendations that help programs "keep up with the times"
- Arrange field trip visits for students, teachers, and counselors
- Help with student placements in job shadowing, internships, or part time work during the school year or during summer vacations
- Help in developing employment opportunities for graduates
- Determine to what extent instruction is consistent with industry and community needs
- Assist in creating and analyzing community surveys regarding CTE programming
- Assist in interviewing former students about strengths and weaknesses of the program
- Help in securing career speakers or exhibitors for career fairs
- Assist in marketing/changing perceptions/promoting the career area/program in the community
- Assist in recruiting students to enroll in the program

*Adapted from materials developed by Wanda S. Fox, PhD and Peggy Wild, PhD, CFCS for presentation at Professional Development Conferences for Indiana CTE Teachers and published on Indiana Department of Education website, [www.doe.in.pathways](http://www.doe.in.pathways).*