

Sample Advisory Board Agenda

Name of CTE Program
Advisory Board Meeting Date and Time
Location

AGENDA

- I. Call meeting to order
- II. Welcome
- III. Introduction (or reintroduction) of Board Members and guests
- IV. Previous Business
 - a. Review of minutes of last meeting
 - b. Updates on action steps/changes/progress since last meeting
- V. New Business:
 - a. Program updates – Enrollment, activities, competitions, successes, etc.
 - b. Curriculum/program review:
 - i. Curriculum
 - ii. Industry Certifications/credentials
 - iii. Dual Credits
 - iv. CTSO(s)
 - v. Other
 - c. Equipment/software review
 - d. Employment/workbased learning opportunities
- VI. Employer/education needs and supports
- VII. Review of action steps prior to next meeting
- VIII. Next meeting date:
- IX. Wrap-up/meeting concluded

Advisory Board New Business Discussion Topics

Program Updates

- Give program highlights - student enrollment, activities, competitions, successes, etc
- Review course/program/pathway marketing materials

Curriculum/Program Review

- Are the curriculum topics relevant? Do they pertain to the knowledge you want your employees to have?
- Are there proficiencies missing that are important?
- Are there any courses missing from the career pathway?
- How should we update the course description?

Industry Certifications/Credential

- Explain what industry certifications/credentials are currently available to students
- What certifications/credentials does your business/ industry need/value?

Dual Credits

- Explain what dual credits are currently available to students. Should additional dual credits be offered?
- Describe postsecondary institutions and department chair teacher is working with. Discuss communication levels
- Discuss how final course assessments handled and how college credits are recorded

CTSO Support and Sponsorship

- Share what is being done with CTSO – events, competitions, etc.
- Ask for sponsors/supports for student competitions, CTSOs, certifications, etc.

Equipment/Software Review

- Does the current equipment/software meet industry standards?
- What additional/new/different equipment/software should we be using/considering?

Employment/Workbased Learning Opportunities

- Are there opportunities for our students to complete a work-based learning experience?
 - Job shadow (a 1 -3 hour one-time visit)
 - Internship (usually several weeks or an entire semester)
 - Cooperative education experience (one semester or full year)
 - Other workbased learning arrangement?

Employer/Education Needs

- What does business/industry need in our students? Are we meeting those needs?
- Here's what we need from business/industry
- Ask for support/volunteers for career days, guest speakers, field trips, etc.

Set date for next Advisory Board meeting

Advisory Board Minutes Format

Name of CTE Program:

Date, Time and Location of Meeting:

Attendee Names:

Agenda:

Summary of what was discussed and proposed actions:

Next meeting date:

Meeting concluded at (time):

Advisory Board Member Checklist

Thank you for volunteering to be a member of our advisory committee. It is our hope that together we can assist our students in making great career connections while in high school to further their chances for success in their future.

Below you will find a list of additional ways that you might contribute to our students' success. We are asking that each of you make a commitment to participate in one or more ways during this school year and into the summer. Please look over the list below and place a check by the area(s) that you would be willing to assist our students and teachers. Thank you for your continued support!

- | | | | |
|-------|--|---------------|----------------------|
| _____ | Attend advisory board meetings | _____ | Student Shadowing |
| _____ | Certification Test sponsorship | _____ | Donated Equipment |
| _____ | Student Organization support | _____ | Activity Sponsorship |
| _____ | Donate products for special events | _____ | Student Scholarships |
| _____ | Recruitment/Marketing | | |
| _____ | Workbased Learning (WBL) Opportunities | | |
| _____ | Classroom Presentation/Lab Activity | Topic _____ | |
| _____ | Field Trips | Company _____ | |
| _____ | Donate scrap materials/equipment/product that may be useful in the classroom | | |
| _____ | Gender Non-traditional Mentoring Support | | |
| _____ | Make suggestions to update course curriculum | | |

Name _____

Phone Number _____

E-mail _____

Sample Advisory Board Member Invitation

Date

Name

Company

Address

City, State, Zip

Dear Mr. / Mrs. Last Name,

You have been recommended as a possible candidate to serve on the Advisory Board for the Wabash River CTE/Wildcat Creek CTE _____ program.

The Advisory Board meets 2 times a year for 1 hour at _____ [*during lunch, before or after school hours, etc*].

Serving as an advisor to our Career and Technical Education (CTE) program helps to improve the quality of our educational program and ensures that what students are learning aligns with the needs of **your** industry.

Our first meeting is scheduled for [*date and time*] at [*location with address*]. A list of current Advisory Board members is included in this note.

I hope you will agree to serve on this Advisory Board. Your knowledge and experience in the industry would be a great asset to the Board and a benefit to our overall CTE program.

Please feel free to call or email me if you have any questions, and please contact me to confirm your interest in serving on our advisory group. Thank you.

Sincerely,

Your Name

Your Program

Sample Advisory Board Meeting Reminder Email

Date

Name

Company

Address

City, State, Zip

Dear Mr. / Mrs. Last Name,

The next meeting of the Wabash River CTE/Wildcat Creek CTE _____ program Advisory Board will be [*date and time of meeting*].

This meeting will be held at [*location with address*] in room _____. After the meeting we will take a tour of the building. The meeting will last no more than _____ hour(s).

I look forward to seeing you.

If you cannot attend the Board meeting, please let me know as soon as possible. Thank you.

Sincerely,

Your Name

Your Program

Sample Advisory Board Member End-of-Year Thank You

Date:

Name

Company

Address

City, State Zip

Dear Mr./ Mrs. Last name

It has been such a pleasure working with you on the Wabash River CTE/Wildcat Creek CTE _____ program Advisory Board this year.

Thank you so much for ALL of your help.

We appreciate your ideas, expertise, and opinions on all the topics we discussed this year. Your involvement has greatly benefited the continuing development of our programs. The students and the department are most grateful.

We hope that you will continue serving on our Advisory Board for the next year.

Sincerely,

Your Name

Your Program

From McKenzie Center for Innovation and Technology, Advisory Board Handbook

