WHAT IS A PROGRAM ADVISORY COMMITTEE?

A program advisory committee is a representative group of individuals whose experience and abilities represent a cross section of a particular occupational area. The primary purpose of the local program advisory committee is to assist educators in establishing, operating, and evaluating programs which serve the needs of students, business and industry, and to provide expertise pertaining to technological change.

WHY IS A PROGRAM ADVISORY COMMITTEE NEEDED?

Committees are needed:
- to provide an opportunity for discussion among people in education, business and industry
- to focus on how to improve Career and Technical Education (CTE) and make the most of the community resources that are available
- to strive to improve the relationships between CTE, business and industry
- to provide expertise to the program by reviewing curriculum, facilities, budget, student competencies, student placement in related occupations

Requirements:
- Institutions that operate CTE programs receive state and federal funds, and are required by the Career and Technical Act to establish and operate Program Advisory Committees.
- Each CTE program advisory committee is required to meet a minimum of two times per year.

WHAT ARE SOME COMMITTEE ACTIVITIES?

The program advisory committee can assist with the following activities:

Curriculum Development:
- reviewing curriculum materials for state-of-the-art content
- identifying competency levels and performance standards
- identifying employability skills
- reviewing textbooks and other instructional material
- encourage academic integration in the classroom

Public Relations:
- obtaining effective media coverage
- displaying poster and other publicity
- recognizing outstanding Career & Technical Education educators
- recognizing outstanding students
- being visible in support of programs during public and special events
- presenting to civic and community groups
- recommending technical resource personnel
- providing classroom speakers from business and industry
- providing tours and field trip experiences
- providing sample kits and supplies
- maintaining a current library of resource materials
- securing additional funding and donations for materials and equipment
- evaluating realistic safety policies

Job Placement:
- coordinating potential job openings with other employers
- conducting occupational surveys and employment forecasts

Recruiting:
• assisting in recruiting instructors
• assisting in recruiting new students - secondary, postsecondary and adult
• assisting in recruiting new Advisory Committee members

Inservice Training:
• providing summer and part-time employment experiences for instructors to upgrade skills
• providing inservice activities for the instructor on current methods and processes
• obtaining counsel and assistance on special problems and new undertakings
• encouraging and stimulating personal initiatives
• supporting departments in sending instructors to professional meetings and conferences

Leadership Activities:
• designing skill and testing events
• judging competitive events developed by recognized student organizations
• gathering contributions of equipment/supplies for the events and awards
• sponsoring and recognizing student activities and leadership events
• assisting with capstone courses as guest speakers or mock interviews

Legislative:
• providing tours for legislators through the Career & Technical Education training facilities
• communicating with legislators about the benefits of Career & Technical Education for students and the community, as well as program needs
• staying current on new legislation

Program Evaluation:
• reviewing goals/objectives of the Career & Technical Education program
• examining outcomes relating to quality and quantity of graduates and job placement
• participating on program evaluation teams
• assuring that programs are up-to-date and technologically current

**WHAT MAKES AN ADVISORY COMMITTEE EFFECTIVE?**

An advisory group is more likely to be effective at providing advice and support when:

1. Institutional representatives (deans, directors, staff, faculty) genuinely desire the committee's input;
2. The committee is comprised of knowledgeable, committed individuals whose interest in volunteering their own time is sustained by appropriate recognition and rewards;
3. The committee's group processes and procedures for governance allow for regular meetings, a sense of engagement and ownership, and sufficient access to information about the program or institution so that the committee can offer useful advice and support;
4. The expectations about the roles of the committee in providing advice and support are clear, consistent, and well communicated.
Dear Advisory Board Member:
Thank you for serving on our board. Please take a few moments to complete the questions below. Your input will provide us with valuable information to assess the effectiveness of our meetings and assist with improving our process.

<table>
<thead>
<tr>
<th>CRITERIA FOR EVALUATING EFFECTIVENESS OF THE PROGRAM ADVISORY COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Name: _____________________________________________</strong></td>
</tr>
<tr>
<td><strong>Date:</strong> ___________________________________________________</td>
</tr>
</tbody>
</table>

The committee has held at least two meetings per academic year.
The committee utilizes an up-to-date constitution and bylaws to govern its operations.
The committee reports formally to the appropriate college administrators.
The committee membership is diverse in gender and ethnicity, and is composed of individuals who represent a broad cross-section of the occupational area; including labor, supervisors, managers, graduates and students.
The committee meeting minutes are maintained as a permanent record and are distributed to the appropriate administrators and members of the advisory committee.
The agendas are prepared and distributed in advance of each meeting.
Members are notified of meetings in a timely manner.
Committee members are aware of the specific purposes of the committee and are familiar with related college policies.
Faculty and administrators attend the committee meetings regularly.
Committee members are publicly recognized for their service.
Committee meetings are well attended by members.
The committee has been involved in the development and review of the program curricula.
The committee has reviewed the current program curricula to determine if it is meeting the needs of the students and the projected employment needs of business and industry.
The committee promotes and publicizes the program.
The committee develops and carries out a yearly plan of action/program of work.

The committee assesses the impact of recommendations yearly.

The committee reviews yearly outcome data from the program, including student competencies achieved, retention rates, placement rates, etc.

References:
Colorado Community College System – Guide for Advisory Committees
Missouri Department of Elementary and Secondary Education
Missouri Department of Higher Education
U.S. Department of Higher Education