

Career and Technical Advisory Committees Structure & Function

What is an advisory committee? A group of concerned people working together to use their expertise, experience, and energy to improve a program.

- Meets at least twice a year
- Has a prepared agenda for the meeting
- Discusses matters of instructional substance i.e. curriculum, equipment, placement
- Makes a record of decisions
- Changes as a result of committee action are reported back to the committee
- Has broad representation from the career field with representatives from both Pike & Lincoln Counties

Suggested Activities:

- Review vocational curriculum & competencies
- Review safety regulations and requirements
- Provide input on equipment purchases
- Complete community needs surveys
- Support vocational student organizations
- Evaluate program relevance to current labor needs
- Provide job opportunities for students and graduates
- Review work experience program rules and procedures
- Support nontraditional employment opportunities for students
- Provide inservice training opportunities for instructors
- Provide summer work and job shadowing experiences for instructors
- Share business expertise by speaking to classes
- Identify resource persons from business & industry
- Assist in program evaluation and development of annual and five year plans
- Provide positive community feedback and vocational programs