

ADVISORY COMMITTEES

Career-technical education is an important component of a student's total education. The Regional Occupational Centers and Programs (ROCPs) are a dynamic school-to-career delivery system for high school students and adults in California. A key to the success of these programs is the cooperation that has been given by the business and industrial community.

Today, more than ever, it is critical that Advisory Committees be involved in planning programs and evaluating the successes of our efforts. Committee members assist us in maintaining relevant up-to-date training programs.

AN ADVISORY COMMITTEE IS NEEDED . . .

- * To assist in curriculum review, verification of labor market needs and placement.
- * To acquire information that will help design, update, modify, expand, and improve the quality of ROCP courses.
- * To obtain added support and strengthen the relationship between business, industry, the community, and education.
- * To meet accountability requirements set by the California State Department of Education.

ADVISORY COMMITTEE FUNCTIONS AND RESPONSIBILITIES:

- * Verify job market needs of a local or regional labor market.
- * Advise in matters related to program activities, course content, and the competencies needed.
- * Advise on instructional facilities and equipment.
- * Assist in long-range program planning.
- * Act as a liaison between the Community and the ROCP.
- * Serve as resource persons and help identify community resources.
- * Recommend competent personnel with appropriate experience as potential instructors.
- * Assist to promote the occupational program.
- * Maintain an active role in assisting with placement of students.

Title V, Section 11504. Course Appropriateness and Criteria for Course Approval. There is evidence that use is being made of subject area advisory committees in determining courses appropriate for Regional Occupational Centers or Regional Occupational Programs. Note that advisory committee minutes provide this evidence.

CHECKLIST FOR ADVISORY COMMITTEE MINUTES

The checklist that follows provides guidelines for instructors in the work with advisory committees with a special focus on the important information that should be recorded at their annual advisory committee meetings. Each ROCP will adapt the guidelines to suit local needs and particular organizational structure. The checklist can be added to local Advisory Committee Handbooks.



Purpose of Meeting

The main function of the Advisory Committee is to provide up-to-date information on current trends and technologies and to make recommendations for the development and improvement of the program. An advisory committee member speaks on behalf of employers from a specific career-technical area.

Note: The purpose of the meeting should be included on the meeting agenda, should be stated at the opening of a meeting, and restated in the minutes.



Full Identification of Business/Industry Members Present

The minutes include a listing, complete with full name, title, and name of business, of each advisory committee member participating in the meeting. Through the use of technology (virtual, e-based), meeting participation can be accomplished in several ways including teleconference, conference call, online connection, as well as being physically present at a scheduled meeting location.

Advisory Committee minutes reflect that a majority of the members in attendance represent the career-technical area for which instruction is given.

Example:

List of business/advisory members present:

Carla Ames, Owner, Kid's World Child Care Center

Cathy Boetcher, Director, Growth & Opportunity, Inc.

Margarita Carrillo-Gaitán, Coordinator, Project Head Start

Cindy Walling, Director, Goldsmith Seeds Child Care Center



Listing of ROCP Teachers, Administrators, Staff, Ad Hoc Members, and Others Present

The minutes include a listing, complete with full name and job title of attendees other than those listed as Advisory members. **Note:** This listing is not considered part of the voting membership of the advisory committee.

Example:

Site/District attendees present:

Diane Bates, Child Care Instructor, San Benito High School

Marlene Bumgarner, Child Development Instructor, Gavilan College

Marcia Bush, Special Projects Coordinator, South Santa Clara County ROP

Mo Davies, Child Care Instructor, Live Oak High School

Susie Law, Child Care Instructor, Mt. Madonna High School

Marietta Segal, Child Development Instructor, Gavilan College



Meeting Called to Order by _____

Include full name of person chairing the meeting.

Example:

Don Smith, Law Enforcement instructor, called the meeting to order at 1:30 p.m.



Approval/Review of Minutes

Recommendations from the previous meeting as presented in the minutes should be noted.

Example: Lynne and Willie discussed last year's recommendations and how they had been addressed. One recommendation was making field trips available to students. Willie noted that he has had two this year and a third is planned.



Curriculum Review

The minutes reflect that course materials, including a copy of the current course outline, were made available to advisory committee members.

Status of Previous Recommendations. Specific recommendations made at a previous meeting are identified and status or action taken is noted.

Member Input. Provide summary detail about pertinent comments or recommendations contributed during the meeting. Minutes should reflect actual points of discussion regarding the course outline and curriculum.

Example: Vernon Gates, South City College Police Department, suggested a unit on specialized law enforcement-related occupations within the career literacy section, where students could hear about jobs such as parks/fish and game wardens, DMV security, airport and school police, and port police.

Course Description. The current description used in various course catalogs and informational brochures should be reviewed. Updated information contributed by advisory members should be noted in the minutes.

Example: Sean Carter, General Contractor, recommended that more information about the on-site internship available to the construction students be included in the course description.

Job Titles. Advisory members review the titles listed and make recommendations for additions or deletions. Revisions should be noted in the minutes.

Example: Lane Wilson, Special Agent, DEA, suggested adding customs officers to the list.

Course Outline and Hours of Instruction. Any revisions recommended by the Advisory members require a formal motion for approval. The details of the vote are included in the minutes.

Example: Advisory Committee members present at the meeting voted unanimously to approve the revised course outline and a total of 360 hours of instruction for Child Development as presented.

Training Plans for Community Classroom and/or CVE. The appropriate ROCP Instructor provides an overview and example of the mandated joint venture training agreement and plan, including student responsibilities, parent/guardian responsibilities where appropriate, employer responsibilities and ROCP responsibility. Minutes reflect this discussion.

Instructional Materials. Advisory Committee members may be asked to provide input about instructional materials including but not limited to texts, videos, software. Time may be taken at the advisory committee meeting for review of such materials. The details of the input or review should be noted in the minutes with specific titles and dates of publication or release provided.

Example: Susan Rozas, Dental Assisting instructor, demonstrated the newly purchased interactive program for checking students charting skills.

Equipment. Specific recommendations made by advisory committee members are noted.

Example: John Trent, ROC Coordinator, raised a question about testing equipment to which students should be exposed. Business representatives replied that pentascanner and satellite analyzers are standards in the networking industry.

**New Course Development**

If the course is new, minutes reflect extensive, in-depth discussion by industry advisors of course content, including appropriate job titles and competencies to be mastered (both academic and industry-specific); local labor market needs; related course offerings; area training programs already offering classes; and career pathways. Minutes should also show final approval of the course outline with motion and second by industry advisors.

Example: The motion by Tom Ross, Showtime Director, seconded by Tina Lee, Video Productions Coordinator, to approve the new course outline for Audio-Video Publishing was passed unanimously by advisory committee members present at the meeting.

**Articulation/UC Approved**

If the career-technical program is articulated with a community college program or approved for UC a-g credit, it should be noted in the minutes. An annual report of the number of students continuing their education in these programs should be included.

Example: John Ingram, Computer Business Applications instructor, explained to advisory committee members how the articulation agreement was working for the students when they continued their education at the community college.

**Labor Market Information & Future Trends**

A review of the current local and state labor market information is provided either in summary narrative form or by the addition of handout material(s) that have been distributed. Current salary ranges for the occupations or career clusters aligned with the program should be supplied along with the labor market data. This up-to-date information is reflected in the minutes, or as an attachment to the minutes.

Example: The current labor market information distributed showed a high demand for network technicians. Gary Mitchell, Amerilink Corporation, estimated that in the next two years there is a need for 3,000 technicians in positions connected to several different aspects of the industry.

**Placement/Continuing Education**

Discussion about factors contributed by advisory committee members is reflected in the minutes. The ROCP Instructor will report on current placement data for the program, and the detail will be in the minutes or included as an attachment.

Example: Bruce Lee, Network Cable Technology instructor, indicated that 12 out of 20 students in the current program have jobs waiting for them upon graduation.



Suggestions & Recommendations

Note other advice given by advisory committee members.

Example: Don Speciale, Amerilink Operations Manager, indicated that he would like to visit classes and talk to network cable technology students.



Recommendation to Support Continuing the Program

Document the complete detail of this action including the name of the advisory committee member who made the motion, the second, and how the total advisory committee membership present, or connected for the meeting, voted. State clearly in the minutes whether the motion was carried or not carried. **Note:** ROCP instructors, administrators, or staff present are not included in this vote.

Example: The motion to continue the Computer Business Applications program was made by Melissa Dile, City Human Resources Director, and seconded by Jeff Strematz, Manpower. All ten business advisory members present voted in favor of the motion.



Next Meeting (optional)

If a date, time, and location for the next meeting is set, list the information prominently at the end of the minutes.

*Example: The Computer Business Applications Advisory Committee will meet again on **Thursday, May 3, 2001**, from 4:30-6:00 p.m. at the Manpower office, 1708 West Street, Suite D, Gilroy, CA 95020.*



Thank You and Adjournment (list time)

Example: The meeting was closed at 6:00 p.m. with appreciation expressed to the advisory members for their willingness to serve in this capacity and provide much-needed advice for the program.



Name of Person Taking/Preparing the Minutes

Example: Minutes prepared by Joan Smith, South County ROP.