

CTE PROGRAM AREA ADVISORY COUNCILS

Each CTE department within the school should establish and maintain a Program Area (Craft) Advisory Council.

PURPOSE:

The primary purpose of a program area advisory council is to advise on curriculum content, training techniques, equipment needs and assist with End of Concentration Testing. While council recommendations should be given significant weight, councils do not make policy or administer schools or programs. The table below lists several areas program advisory councils can address. Your council may think of others.

Curriculum and Instruction
Identify and expand the use of new technologies
Compare content with occupational competencies and tasks
Analyze course content and sequence
Assist in judging, developing or validating tests
Advise on labor market needs and trends
Review, recommend, and assist in obtaining instructional materials
Recommend safety policies and procedures
Program Review
Review and recommend program goals and objectives
Participate in program evaluation and recommend evaluation criteria
Compare student performance standards to business/industry standards
Assess, recommend, and/or provide equipment and facilities
Evaluate the quality and quantity of graduates and job placement
Conduct community and occupational surveys
Identify new and emerging occupations
Recommend new programs or elimination of obsolete programs
Participate in long-term planning
Recruitment and Job Placement
Assist in reviewing teacher selection criteria
Assist in recruiting new staff and potential students
Provide or obtain cooperative work experiences, internships, externships, work/study, or work-based learning opportunities for students
Assist students in developing resumes and interviewing skills
Assist with career days/job fairs
Hire graduates/program completers

Student Organizations
Assist in developing and judging competitive skill events
Sponsor student organization activities and assist in fundraising
Conduct leadership development activities
Assist students with career development
Evaluate student portfolios
Staff Development
Provide inservice activities for instructors
Provide instructors with retraining, back-to-industry and summer opportunities for technical upgrading
Review professional development plans
Support staff attendance at conferences
Conduct workplace tours
Community/Public Relations
Interpret the CTE program to employers, community, and the media
Present programs to community groups
Establish programs to recognize outstanding students, teachers, and community leaders
Promote special school events
Assist in developing a marketing plan
Resources
Assist in budget development and review
Conduct fundraising activities and make or obtain donations
Establish scholarships and awards
Provide tours and field trips, job shadowing experiences, and speakers
Leverage community resources and broker community partnerships
Legislation
Advocate for CTE programs with legislators
Arrange tours of programs for legislators
Involve legislators in program events
Update programs on legislative actions

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SCHOOL _____ CTE DEPARTMENT (Ag., Bus/Mkt., FACS) _____

The primary purpose of a program area advisory council is to advise on curriculum content, training techniques, equipment needs and assist with Performance Assessments. While council recommendations are given significant weight, councils do not make policy or administer schools or programs.

Name and contact information of individuals who are willing to serve on your program area advisory council:

1. Name _____ Phone Number _____
2. Name _____ Phone Number _____
3. Name _____ Phone Number _____

Additional names or information: (attach additional sheets if needed)
