

**Washington-Saratoga-Warren-Hamilton-Essex BOCES
Career and Technical Education**

CTE CONSULTANT COMMITTEES

The Career and Technical Education Division intends for Consultant Committees to be collaboratively involved with each SED Approved CTE program of study. Our local and regional employers, former students, and postsecondary institution partners are an integral part of designing and updating curriculum, establishing classroom and lab environments, identifying resources critical to the provision of quality programs, and evaluating the quality and impact of CTE programs of study. Committees meet **twice a year**, at a minimum, in order to provide a dynamic format for sharing information and ideas.

The following are expectations that engage consultant committees in the most advantageous way for the CTE program, committee members, students, and instructors.

Consultant Committees:

1. Consist of a cross section of local and regional employers, local reps in the field (manufacturers, distributors), program graduates, representatives of industry organizations/associations, and postsecondary education representatives (minimum 12 members);
2. Commit to providing guidance, input, and feedback to the CTE curriculum through frequent interaction with the instructor(s);
3. Articulate the scope and depth of current industry needs, requirements, priorities, and trends, and the extent to which the CTE program meets current and emerging career path environments;
4. Articulate the scope and depth of current industry academic needs, requirements, priorities, and trends, particularly English Language Arts, mathematics, and emerging science, art, and other disciplines;
5. Assist with corporate collaborations to secure equipment, tools, software, materials, training/trainers, and/or other program specific requirements to see that current and emerging industry standards are being met in the program scope and sequence;
6. Provide specialized assistance to the program, students, and/or instructor;
7. Assist with student recruitment, if appropriate for the program and/or the situation;
8. Participate as evaluators for technical assessment student performance and portfolio reviews, if/as appropriate to the program;
9. Support Work-Based Learning efforts, criteria, and sites;
10. Provide in-service training and experiences for instructors on current methods and processes;
11. Provide in-service training for instructors to upgrade skills;
12. Sponsor instructor participation in professional industry-related associations and educational opportunities;
13. Carry out an annual review of the program as it relates to the community's future workforce requirements, including stated mission of program, curriculum, equipment, lab condition, fees, testing procedures;
14. Participate in the formalized program evaluation team every five years for the SED Program Approval process;
15. Meet twice a year, at a minimum, for each CTE program of study.

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Instructors:

1. Establish and maintain a Program Consultant Committee (see below);
2. Schedule two meetings per year, at a minimum;
3. Create an agenda, with the chairperson of the committee, and send it out to the committee members two weeks prior to the meeting;
4. Prepare reports, documents, materials for committee review, information, and discussion;
5. See that the meeting runs smoothly and chairperson attends to points of view and suggestions from all members of the committee;
6. Write minutes of all meetings that include detailed description of all discussion and proposals within one week of the meeting;
7. Send minutes to committee members as well as to the campus principal;
8. Document responses and action taken, at the appropriate level (divisional, site, program) to issues/items addressed at each meeting, and over time if necessary;
9. Interact with committee members on a reoccurring basis throughout the course of the academic year.

Administration:

1. Support instructor efforts to create a dynamic consultant committee;
2. Monitor consultant committee activity to see that meetings are scheduled, held, and minutes have been received.
3. See that action is taken on priority issues identified by the committee, if feasible and warranted;
4. Assist in the coordination of meetings if requested.

Steps in Organizing and Maintaining a Program Consultant Committee:

1. Assess the quality of the CTE program's consultant committee annually to ensure that there is sufficient membership that will contribute to the guidance of the program in a meaningful way;
2. Ensure that there is a minimum of 12 diverse business and industry employers, industry association representatives, former students, postsecondary education representatives, local industry reps (manufacturing, equipment, resource), and others whose perspectives will provide a broad based picture of current industry conditions;
3. Contact each potential committee member personally (interview recommended) to introduce the program and instructors, introduce the committee and its function, illicit their interest in education, and determine their availability and interest in becoming a member;
4. Attend to the gender and ethnic diversity represented on the committee;
5. Send a letter inviting the individual(s) to serve on the committee for the specific term (1 – 3 years, typically);
6. Select a chairperson, vice-chairperson, and secretary-recorder

Instructors are ultimately responsible for the curriculum and instruction within their programs. However, it is intended that Consultant Committees will have an interactive relationship with the programs, and guide instruction to the best career and education benefit of the students.

These expectations adhere to stated industry standards for our CTE programs, SED requirements, Perkins requirements, and emerging trends in Career and Technical Education.

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CONSULTANT COMMITTEE MEETING AGENDA GENERATOR

Consultant Committee meetings are intended to involve committee members in the CTE program of study in an interactive way. The agenda is set up to create an active dialogue between the CTE instructors, sometimes the academic instructors, and the members of the business and industry/postsecondary education communities.

The format of each meeting is CTE program dependent. The committee may meet in a program's classroom, a conference room at Myers or SAEC, occasionally at Gick Road or other BOCES site, or off-site at a participating committee business. The time of day is selected based on what is most appropriate for the majority of committee members and the CTE instructors.

Typically there is an hour and a half devoted to each consultant committee meeting. In some instances such as the review for SED program re-approval, there is additional time required to complete the task responsibly.

Essential Questions to be answered at each consultant committee meeting:

1. Are there changes in required or beneficial knowledge, skills, and competencies in the industry that we need to be aware of and include in our program either as revisions to current content or as content to introduce and/or develop?
2. Are there changes in technology, work processes and functions, or the work environment that we need to account for in our course content (CTE, academic, soft skill)?
3. Are there industry trends that we should be aware of so that we can anticipate and respond to changing needs/requirements?
4. How can we best work together to ensure that that our students have the support of our local business and postsecondary education communities?
5. Are there additional ways in which this CTE program can collaborate with our local business and industry community to enhance the quality of instruction and prepare our students for quality employment and/or postsecondary education opportunities?

Agenda Recommendation:

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| 1. Welcome and Introduction of members | 15 minutes |
| 2. Instructors Report | 20 minutes |
| • Minutes from last meeting and action taken | |
| • Overview of program changes since last meeting | |
| • Current status of program - #students, SED approval, etc. | |
| 3. Specific issues for which committee input is requested
or action is needed/desired | 45 minutes |
| • Discussion stemming from previous committee work | |
| • New issues for committee consideration | |
| • Essential questions (above) | |
| 4. Summarize action to be taken and by whom/by when | 8 minutes |
| 5. Wrap up | 2 minutes |

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Each Committee Member should have, and be familiar with:

1. List of committee members and contact information
2. Minutes of previous meetings (minimum of four) – for new committee members, provide these for background information
3. CTE program Scope and Sequence
4. Competency list
5. List of current materials, equipment, resources, technology, etc. used to teach the course

Sample format for meeting minutes:

WSWHE BOCES _____ Program Advisory Committee Meeting _____
(program) Date/Time/Place

Members present
Members absent
Guests present if any
Meeting agenda
Reports
Discussions
Issues and questions raised
Decisions, recommendations made
Agenda for next meeting
Time of adjournment