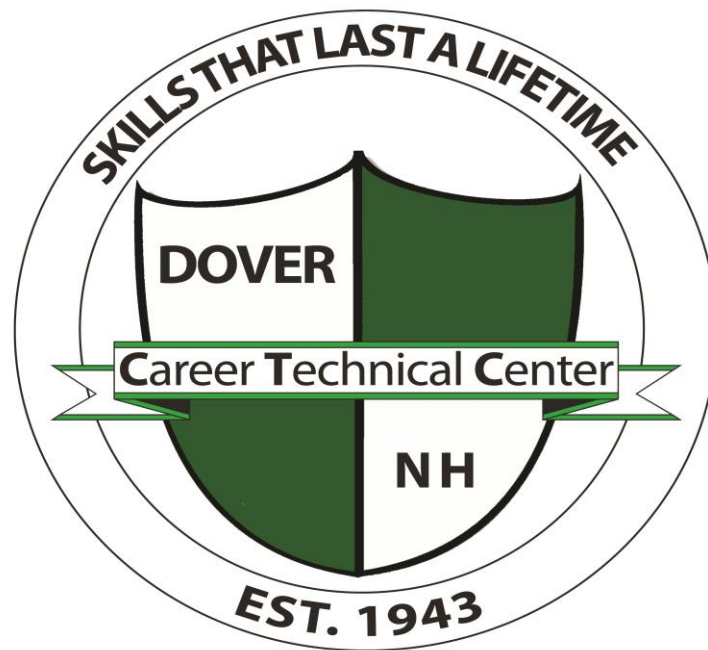


# Program Advisory Handbook Dover Regional Career Technical Center

*Building sustainable partnerships within our community*



*Business/education partnerships are “educators and businesses working together toward a shared goal designed to benefit students while at the same time achieving goals unique to each partner” Pawlowski and Katz (2014),*

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# Dover Regional Career Technical Center Programs

Offering fifteen distinct programs, Dover Regional Career Technical Center provides students with an education that combines rigorous academic and technical study as they engage in experiential learning opportunities that prepare them for the world of work and continued education. These programs provide licensing, certifications and industry credentials needed in the students' field of interest.

<b><i>Agriculture &amp; Natural Resources</i></b>
<i>Animal Science</i>
<i>Biotechnology</i>
<b><i>Business &amp; Marketing</i></b>
<i>Business</i>
<i>Marketing</i>
<b><i>Engineering, Science &amp; Industrial Technology</i></b>
<i>Automotive Collision Technology</i>
<i>Automotive Repair Technology</i>
<i>Building Technology</i>
<i>Computer Technology</i>
<i>Electrical Technology</i>
<i>Pre-Engineering Academy</i>
<b><i>Health &amp; Human Services</i></b>
<i>Cosmetology</i>
<i>Culinary Arts</i>
<i>Firefighter Academy</i>
<i>Government &amp; Public Admin "NJROTC"</i>
<i>Heath Sciences</i>

## **Serving:**

Barrington-Dover-Marshwood-Milton-Northwoord-Nottingham-Portsmouth-Rochester-Sanborn-Somersworth

## What is an Advisory Board?

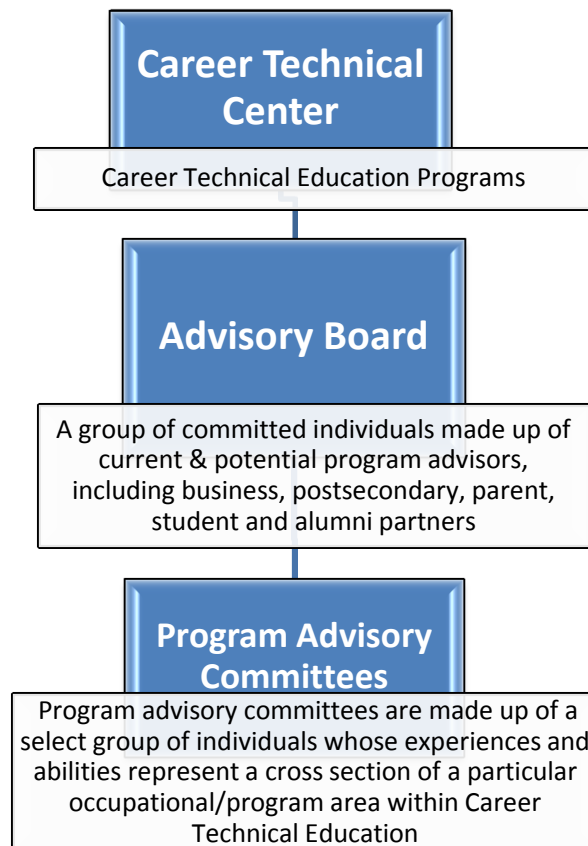
Dover Career Technical Education (CTE) *Advisory Board* consists of diverse business, postsecondary, alumni, parent and student partners who have a vested interest in Dover Regional CTE Programs.

- Members of the advisory board consist of both current and potential program advisors as well as program instructors and CTE staff
- The Advisory Board meets twice a year; once in the Fall and again in the Spring

## Purpose of the Advisory Board:

The purpose of the Dover Regional Career Technical Education *Advisory Board* is to:

- Bring together CTE partners to discuss the future of CTE
- Recognize and celebrate current program advisors
- Attract new program committee advisors
- Set forth annual goals and objectives
- Provide space and time for annual program advisory committee reports



## What is a Program Advisory Committee?

A *Program Advisory Committee* is a select group of diverse business, postsecondary, alumni, parent and student partners whose experiences and abilities represent a cross section of a particular occupational area within Career Technical Education. For example, the Automotive Technology *Program Advisory Committee* may consist of experts in the Automotive Industry including an automotive mechanic, an automotive instructor at a Community College, auto insurance representative, alumni from the Automotive Technology program, etc.

- Members of individual *Program Advisory Committees* are recommended by either, the instructor, administrator and/or member of the current program advisory committee
- There should be no more than 15 advisors on any one particular committee and the membership should consist of a cross section of individuals within the industry
- *Program Advisory Committees* meet at least two times a year in order to accomplish annual goals and objectives set forth at the beginning of each academic year

## The Purpose of a Program Advisory Committee:

The purpose of a *Program Advisory Committee* is to strengthen the Career and Technical Education (CTE) program it serves. The committee exists to advise, assist, support and advocate for career and technical education.

- **Advise** – *Program Advisory Committees* assess specific areas of the CTE program. Suggestions are designed to improve specific content areas. Such suggestions could include industry standards, the updating of curriculum, purchase of new instructional materials or equipment to modernize the classroom and to adopt safety policies
- **Assist** – *Program Advisory Committees* help the Instructor or Administrator carry out specific activities. These activities could include judging competitive skills events, setting up a scholarship program or obtaining media coverage for special events
- **Support and Advocate** – *Program Advisory Committees* promote CTE programs throughout the community. Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for career and technical education at board meetings, writing articles for local newspapers or arranging for publicity.

# Potential Program Advisory Committee Activities

Below are areas where a *Program Advisory Committee* could be involved. These activities are not meant to be all-inclusive, but are a starting point for discussion to determine the overall needs of the program.

## **Community Relations**

- Increase coverage of CTE programs in newspaper, radio, TV and other media
- Present programs to civic and service groups
- Establish events to recognize outstanding students, teachers and community leaders
- Obtain contributions to promote programs
- Participate in and promote school events
- Provide information at school board meetings
- Help develop and carry out a local marketing plan for career and technical education
- Set up and support a scholarship program

## **Curriculum Reviews and Updating**

- Identify, verify and compare content of program with job tasks
- Review the relevance of curriculum reflecting industry standards
- Suggest and help obtain current program equipment and supplies
- Suggest core curriculum content
- Design student learning objectives and assessments
- Suggest safety policies
- Provide equipment and facilities for specialized training needs

## **Community Resources**

- Identify community resources
- Provide tours, field trip experiences and student job shadowing opportunities
- Provide guest speakers
- Provide teacher externship worksites

## **Recruitment**

- Assist in recruiting potential instructors
- Assist in recruiting potential students
- Assist in recruiting potential program advisors

## **Articulation efforts**

- Review secondary/postsecondary connections and support dual credit opportunities for students

## **Job Placement**

- Organize employer/student conferences
- Notify instructors of job openings for students
- Provide cooperative training sites for students
- Recommend employability skills that should be included in curriculum content
- Hire Career and Technical Education graduates

### **Staff Development**

- Provide in-service activities on current business/industry methods and processes for instructors
- Provide skilled technicians to supplement instructor's experience
- Provide summer or part-time employment experience to instructors for technical upgrading
- Support instructor participation in career workshops or factory schools

### **Legislative Process**

- Communicate with legislators regarding Career and Technical Education needs
- Promote tours for legislators
- Promote and support legislation for Career and Technical Education

### **Program Review**

- Review program goals and objectives
- Participate on program evaluation teams
- Compare program accomplishments with program objectives
- Compare student performance standards to business/industry standards
- Review adequacy of facility as a training site
- Make suggestions for program improvement and space needs
- Give periodic reports to CTE Advisory Board

*Note: Four items should be considered as the committee discusses annual goals and objectives:*

- Past accomplishments
- Current and future needs of the program
- Current and future needs of the community
- Student outcomes/performance indicators

## **Becoming a Program Advisor:**

### **Process:**

Program Advisors can be recommended by CTE administrators, program instructors and/or current program advisors as well as other leaders within the community. All recommendations should be submitted to the CTE director who will compile an on-going list of potential program advisors.

Each year the names of these potential program advisors will be disseminated to the respective program advisory committee for review and selection. An invitation to the Fall Advisory Board meeting as well as a solicitation letter will then be sent out to the selected program advisors.

Once accepted, the Chairperson(s) of the respective program advisory committee will contact the new members to welcome and provide the appropriate material needed. During the Fall Advisory Board meeting, new members will take part in new member orientation

### **Officer Selection and Duties:**

Each *Program Advisory Committee* should have co-advisors consisting of the program instructor and a current program advisor as well as a note taker. Both the co-advisor (that is not the program instructor) and note taker will be elected by the current *Program Advisory Committee* members during the last meeting of the previous school year (the Spring Advisory Board Meeting).

**Co-Chairpersons** – The Co-Chairs leadership is the key to the committee’s success. Below are the co-chairs duties:

- Work with committee members to plan and carry out the committee’s annual goals and objectives
- Prepare *meeting agendas* (using the meeting agenda template) and assist program instructor in handling details regarding meetings
- Preside at meetings
- Provide accurate information to all committee members
- Keep committee focused and involve all members in tasks
- Delegate tasks and follow-up work
- Arrange for presenting of background information and reports to the committee
- Represent the committee at official meetings and functions
- Submit recommendations of the committee to appropriate administrators and groups
- Follow-up on committee recommendations or actions

**Note Taker** – The note taker records *meeting minutes* (using the meeting minute template) and performs clerical duties. Responsibilities include:

- Take minutes at meetings, prepare and distribute minutes
- Mail agenda, announcements, minutes and other information to members
- Help assemble and distribute necessary background information to members
- Correspond with representatives of school and community as needed
- Submit all meeting agendas no later than a week before the program advisory committee meeting to the CTC office
- Submit all meeting minutes no later than a week after the program advisory committee meetings to the CTC office

### **Terms of Service:**

New members are appointed for a three year term of service, allowing for continuity of effort. Individuals wishing to serve additional terms will be asked to allow for a year to lapse before renewing another three year term of service.



## **Expectations of Program Advisors**

- Plan and carry out annual goals and objectives
- Attend and participate in all meetings (minimum of twice a year)
- Suggest and develop agenda items prior to meetings
- Help to determine committee priorities and ways to achieve them
- Become familiar with the career and technical education programs and how they fit into the overall educational structure
- Respect the rights and opinions of other committee members
- Accept and carry out assignments

## **Benefits of becoming a Program Advisor:**

- Fosters networking opportunities that build and enhance partnerships
- Develops future employees/Reduces recruitment and training costs
- Creates positive community and public relations/recognition for business
- Provides businesses with a skilled/trained workforce
- Increases community involvement in the education of students
- Enhances postsecondary opportunities for students

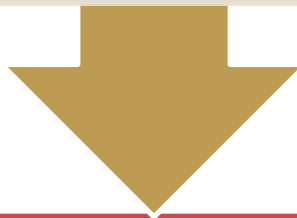
# Fall Advisory Board Meeting

Welcome back breakfast for all program advisors  
New program advisor introductions/orientation  
Annual goals/objectives to be determined



# Program Advisory Committee Meetings

Individual program advisory committees meet at least two times between the months of September and April to accomplish annual goals and objectives set forth by committee members



# Spring Advisory Board Meeting

End of the year dinner-for all current program advisors  
Program Advisory Committee Reports and Officer Selection  
Program Advisor Recognition



## Program Advisory Committee Meeting Minutes

Program:

Meeting Date:

Chair/Co-Chair:

Note Taker:

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Attending:

Non-Attending:

### Discussions/Decisions

Topic	Discussion	Decisions (Action Items)
1.		
2.		
3.		
4.		
5.		

***Please submit all minutes into the CTC main office at least a week after each meeting***