



City of Brockton
BROCKTON PUBLIC SCHOOLS
Michael P. Thomas ♦ Superintendent of Schools

Shawn Desmond, Coordinator
Vocational and Career Education
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October 22, 2020

Dear Advisory Committee Member,

You are cordially invited to attend our fall General Program Advisory Committee Meeting to be held Virtually through Microsoft Teams on Tuesday, November 10, 2020. We will begin at 6:00pm with our general meeting and then will break off into specific Program Advisory Committees.

The responsibility of the General Program Advisory Committee is to advise, assist and support school personnel in order to improve planning, operation and evaluation in its program area. We are continuously looking to revise and improve our Chapter 74 Vocational and Non-Chapter 74 Perkins programs and look to your expertise to make those revisions and improvements. Input from parents, students, business leaders, labor/business related community organizations, post-secondary education/training/apprenticeship programs, and program related industry professionals are critical to our continued success. The Program Advisory Committee meets two times each school year (once in the Fall and once in the Spring).

Please complete the Contact Information Form and Letter of Intent Form (linked below). If after reading the attached literature regarding Program Advisory Committees you can think about another valuable potential member, we invite you to also complete the Member Nomination Form. Below are links to electronic versions of these forms. Simply click on the link for each form, complete it, and submit the form.

Completing and submitting the Contact Information and Letter of Intent Forms will serve as your confirmation of attendance at our virtual meeting. You will also receive a meeting invitation sent to your e-mail address on file that will include the Advisory Meeting link.

If you have any questions or concerns or need assistance in completing the forms, please call the office at 508-580-7665 or send an e-mail to our Administrative Assistant, Heidi Howes, at heidihowes@bpsma.org.

I look forward to meeting with you on Tuesday, November 10th at 6:00pm.

Sincerely,

Shawn Desmond

FORM LINKS

(Ctrl+Click to follow link)

Contact Information

Letter of Intent

Member Nomination Form



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COMPOSITION OF PROGRAM AND GENERAL ADVISORY COMMITTEES

Membership: The composition of program advisory committees and general advisory committees for Chapter 74-approved vocational technical education is dictated by the Vocational Technical Education Regulations (refer to the Definitions for required representation). The general advisory committee shall include, but not be limited to, chairpersons of the program advisory committees.

The Chairperson: For Chapter 74-approved vocational technical education, each program advisory committee and general advisory committee must elect or appoint a chairperson from its membership. It is this person's responsibility to work with the school/public two-year college facilitator to develop agendas and manage meetings. Program advisory committee chairpersons are also members of the school's general advisory committee. As such, they convey the concerns or recommendations of the program advisory committee to the larger entity, and in turn provide feedback on the results of general advisory committee discussions. The chair of the general advisory committee is the spokesperson for the committee in meetings with school administrators and the school committee/board of trustees. He/she is responsible for working with the school/public two-year college administrator to set agendas and plan and coordinate general advisory committee meetings.

The Facilitator: For Chapter 74-approved vocational technical education programs, the facilitator of the program advisory committee in most cases would be a program teacher or a program supervisor/director. In general, this individual conveys the concerns or priorities of the school/public two-year college to the advisory committee and assists the advisory committee to carry out its mission. She/he is not a voting member, but rather a liaison between the school/public two-year college and the advisory committee. Facilitators of program advisory committees play a pivotal role in ensuring the success of their committees. They are sometimes asked to gather data to assist the committees in their reviews (e.g., enrollment or placement records; student assessment results and test scores). For Chapter 74-approved vocational technical education programs, the chief administrative officer of the school committee or board of trustees, or designee, serves as the facilitator to the general advisory committee. This individual lays the groundwork for effective use of advisory committees. The administrator's perspective sets the tone for the entire school and public two-year college; where the administrator places a high value on advisory committees, so will the teachers, and, in turn the committee members themselves.

ROLE OF ADVISORY COMMITTEES

Program Advisory Committee: The Vocational Technical Education Regulations state that it shall be the responsibility of the program advisory committee to advise, assist and support school personnel in order to improve planning, operation and evaluation in its program area. Such advice shall be based on adequate and timely information as to workforce and job development demands or job market trends, technological developments, training alternatives and other factors affecting the quality of the program. Appendix 1 shows the relationship between the program advisory committee(s) and the general advisory committee. Appendix 22 contains a standard membership form for program advisory committees for Chapter 74-approved vocational technical education programs.

General Advisory Committee: The Vocational Technical Education Regulations state that it shall be the responsibility of the general advisory committee to advise the school committee/board of trustees, based on adequate and timely information, as to the planning, operation, and evaluation of vocational technical instruction provided by programs under its control. Appendix 1 shows the relationship between the program advisory committee(s) and the general advisory committee.



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Specific Roles:

- Program advisory committees must assist in the development and review of proposed new Chapter 74 vocational technical education programs.
- Program advisory committees and general advisory committees should assist in the development of the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) Local Plan submitted by school districts and public two-year colleges.
- Program advisory committees and general advisory committees must seek to ensure non-discrimination and equity in career/vocational technical education programs.
- Program advisory committees may review curriculum.
- Program advisory committees may review, evaluate, and advise on course materials.
- Program advisory committees may advise on the methods of instruction.
- Program advisory committees and general advisory committees may review data.
- Program advisory committees may assist in the development of articulated programs and articulation agreements with colleges and registered apprenticeship programs.
- Program advisory committees may recommend new or updated equipment.
- Program advisory committees and general advisory committees may donate materials, equipment, and services.
- Program advisory committees and general advisory committees help schools and colleges maintain their libraries of software, visual aids, magazines, and books.
- Program advisory committees and general advisory committee members may serve as, or arrange for, guest speakers.
- Program advisory committees and general advisory committee members may recommend professional development activities.
- Program advisory committees and general advisory committees may bring special projects to the school or public two-year college.
- Program advisory committees and general advisory committees may contribute to the professional development of staff.
- Program advisory committees and general advisory committees may help introduce career/vocational technical education students and parents/guardians.
- Program advisory committees and general advisory committees may arrange for field trips and other activities.
- Program advisory committees and general advisory committees inform the school and public two-year college of opportunities to place students in full-time or part-time jobs or cooperative education.
- Program advisory committees and general advisory committees may inform employers of the availability of workers.
- Program advisory committees and general advisory committees may support student career/vocational technical education student organizations.
- Program advisory committees and general advisory committees may review career guidance policies and activities.
- Program advisory committees and general advisory committees may help acquaint the community with the needs of career/vocational technical education.
- Program advisory committees and general advisory committees may seek legislative support for career/vocational technical education.