

E
A
S
T
E
R
N

O CCUPATIONAL
A DVISORY
C OMMITTEE
HANDBOOK

EASTERN CENTER FOR ARTS AND TECHNOLOGY
3075 Terwood Road, Willow Grove, PA 19090-1488
Telephone: 215-784-4800

TABLE OF CONTENTS

Preface	i-iii
Overview of the Occupational Advisory Committee	
• The Organizational Role of the Occupational Advisory Committee	1
• Governance of the School	3
• Purpose of the Occupational Advisory Committee	5
• Committee Membership	7
• The Occupational Advisory Committee Meeting	14
Operations of the Occupational Advisory Committee	
• Guidelines for Running Effective Meetings	16
• Curriculum Review and Validation	19
• Budget Review and Validation	22
• Liaison Function	25
• Program Planning and Review	27
Summary	30
Appendix	
A. Occupational Advisory Committee Table of Organization	A1
B. Occupational Advisory Committee New Member Nomination	A2
C. Letter of Invitation to Prospective Members	A3
D. Letter of Appointment	A4
E. Occupational Advisory Committee Member Reappointment	A5
F. Sample Agenda	A6
G. Sample Minutes	A7
H. Listing of Current Members	A8
I. Memo of Notification of Meetings	A9
J. Occupational Advisory Committee Plan of Work	A10
J1. Suggested Timelines	
K. Curriculum	A11
L. Reserved	A12
M. Certificate of Completion	A13
N. Checklist of Curriculum	A14
O. Sample Budget Form	A15
P. Checklist of Budget Review and Validation	A16
Q. OAC Life Cycle	A17

PREFACE

The fact that you are reading this indicates that you have recently become or are in the process of becoming a member of an Occupational Advisory Committee (OAC).

Occupational Advisory Committees are made up of people like yourself working together to improve technical education in your field. Your efforts will help the school satisfy the needs of your business by providing people who are well on the way to becoming qualified practitioners in your occupation. Your efforts should also help others decide that technical education is an effective means to ultimately satisfy their personal needs.

You have been selected to help in this endeavor because of your knowledge and experience in an occupation and because you have expressed an interest in helping. But while these qualities are necessary to success, their full benefit will not be realized unless you know where and how to apply them. This handbook should help you do that.

Your committee will work with the EAC or Executive Advisory Committee which provides advice relative to the entire school as opposed to a department or occupation. The EAC recognizes that most people are busy and have little time to waste. We want you to be as effective as possible as quickly as possible. To that end we have worked with the school administration in preparing this handbook. We hope you learn as much from reading it as we did preparing it.

Chairperson

Executive Advisory Committee

EASTERN CENTER FOR ARTS AND TECHNOLOGY

3075 Terwood Road, Willow Grove, PA 19090-1488

Telephone Number: 215-784-4800

Executive Director: Dr. Cathleen Plesnarski

Assistant Director: Mr. Joseph Greb

Supervisor of Career and Technical Education: Mr. Gerry Rooney

Joint Operating Committee

Abington	Daniel Kaye
Bryn Athyn	Erik Odhner
Cheltenham	Charles Burdell-Williams
Hatboro-Horsham	Tara Conner-Hallston
Jenkintown	Carolyn Riley
Lower Moreland	James Lee
Springfield	Carol Etlén
Upper Dublin	Art Levinowitz
Upper Moreland	LouCrecie Garlanger

Executive Advisory Committee

Gary Bissig, LABRepCo

Jamie Bretz, Montgomery County Community College

Kathleen Candelore, MONTCO Works

Joseph Daino, Jr, Chartwells (Ret.)

John Di Benedetto, John J. DiBenedetto Associates, Architects Inc.

Byron Goldstein, Abington School District (Ret.)

Susan Hoffman, Technology Consultant (Ret.)

Denise Lavery Frasca, Temple University Hospital - Jeanes Campus

Linda Millevoi, Abington Jefferson Health

Roseann Nyiri, Springfield Township Rotary Club

Carolyn Riley, Joint Operating Committee

Derrick Stroud, Student Representative for 2022-2023

THE ORGANIZATIONAL ROLE OF THE OCCUPATIONAL ADVISORY COMMITTEE

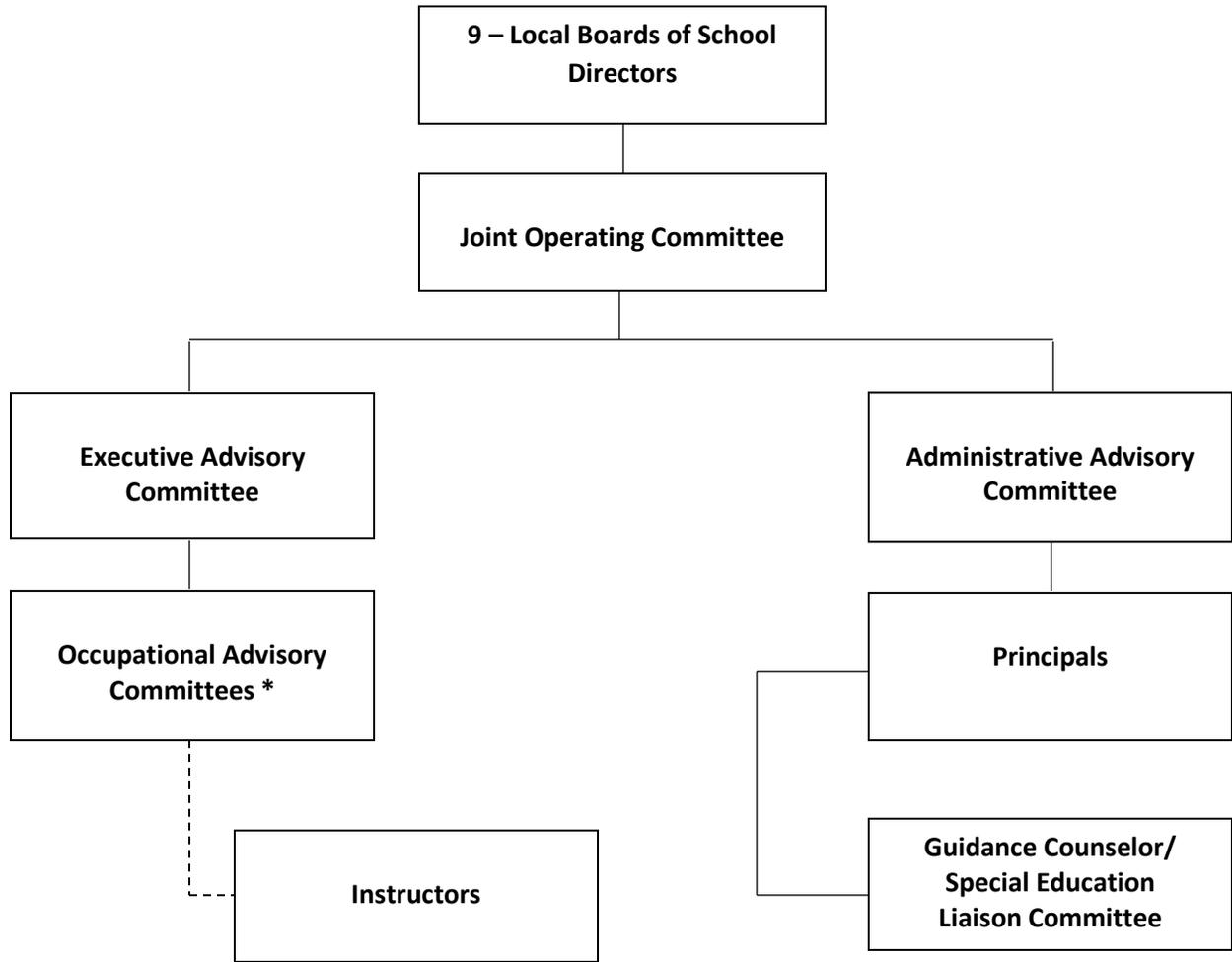
The Mission of Eastern Center for Arts and Technology, a leader in technology and in developing innovative, responsive programs, is to equip all students with the skills, knowledge, and attitudes necessary to select, enter and succeed in a career and to anticipate and adapt to change by providing high quality technical instruction and specialized services.

EASTERN uses a network of Advisory Committees to assure that we provide quality programs that meet student, community, and Executive business/industry needs. This partnership approach to educational planning is achieved through the efforts of the Occupational Advisory Committee (OAC) under the direction of the Executive Advisory Committee (EAC).

The Occupational Advisory Committee reports findings and recommendations to the Executive Advisory Committee and additionally provides advice to the educators, administrators and the governing board regarding the relevancy and direction of a specific program.

The following organization chart shows the position of the Occupational Advisory Committee within the network of administrative and decision-making bodies at EASTERN. Effective communication within this network is vital to the success of the advisory committees.

EASTERN CENTER FOR ARTS AND TECHNOLOGY BUSINESS AND EDUCATION ADVISORY COMMITTEES TABLE OF ORGANIZATION



* EASTERN'S Programs

Allied Health	Electrical Technology
Automotive Technology	Exercise Science and Rehabilitation
Business and Technology Professional	Heating, Ventilation and Air Conditioning
Collision Repair Technology	Network and Cybersecurity
Commercial Art	Protective Services
Construction Technology	Robotics and Automated Technology
Cosmetology	Veterinary Science
Culinary Arts	Welding Technology

GOVERNANCE OF THE SCHOOL

Joint Committee

Policy decisions are made by the Joint Committee which is composed of nine members who represent our nine participating school districts. They meet monthly on the second Wednesday of the month except in July. At its monthly meeting, the Joint Committee deals with financial, personnel, student recognition, committee, and policy matters.

Administrative Advisory Committee

Superintendents of our school districts play an integral role in EASTERN's operation.

They meet monthly with Dr. Cathleen Plesnarksi, the school's director, to ensure that programs offered at EASTERN meet the needs of their district, make recommendations to the Joint Committee, and oversee EASTERN'S plan of operation. In a further effort to assure coordination and articulation of programs, periodic meetings are held with the principals, guidance counselors and special education personnel from the nine participating school districts. These meetings are held for the purpose of sharing information and seeking advice on a variety of administrative procedures.

Business Advisory Committees

The Executive Advisory Committee (EAC) is comprised of members of the business community. This committee advises the administration and the Joint Committee on all aspects of the educational program. To carry out its role, the EAC works closely with the Occupational Advisory Committees in seeking advice in such matters as curriculum, capital expenditures and program direction. A member of the Joint

Committee also serves on the Executive Advisory Committee to ensure close working relationships between the advisory groups and the Joint Committee which is responsible for policy matters.

To carry out its duties the EAC established the following three (3) standing subcommittees:

- Membership
- Partnership/Perception
- Program Review

Each subcommittee consists of a nucleus of three (3) or more EAC members and may be supplemented with members of the OACs and the community at large.

PURPOSE OF THE OCCUPATIONAL ADVISORY COMMITTEE

The Occupational Advisory Committee is the advisory group which has the most influence on determining the direction of a technical program. Committee members are expected to advise and make recommendations on the current and future human resource needs of the industry. Recommendations are sought for both Secondary and Adult programs. The committee makes recommendations on what is taught and what resources are needed through several activities:

- curriculum review and validation
- budget review and preparation
- liaison activities between the technical program and the community
- program review and planning

Curriculum Review and Validation

The curriculum of a program consists of duties and tasks which industry representatives tell us are important for a worker to know. Providing advice on curriculum content is vital to the success of a technical program. If a new program is being developed the OAC will provide input into developing the framework of the curriculum. With an existing program, the OAC helps the educators update and refine the curriculum to meet industry standards. While the educators use their expertise in writing, rewriting, and implementing the curriculum, the OAC acts as a review board to insure the relevance of the program. Each program undergoes a comprehensive evaluation approximately once every five (5) years. The Occupational Advisory Committee reviews the evaluation data and makes recommendations concerning

the direction of the program based on the data to the Executive Advisory Committee.

The teachers are responsible for preparing a recommended budget annually. The budget lists items such as the tools, equipment and supplies needed to run the program. The OAC will verify and/or identify tools, equipment, and special supplies which it deems important for the enhancement of the program. The committee can also assist with developing specifications, identifying vendors, determining costs, and identifying educational sites for Expanded Learning Opportunities. The final budget recommendations must be approved by the OAC before they are submitted to the Executive Advisory Committee and Joint Committee for approval.

Liaison Function Between the Program and the Community

It is EASTERN's goal to maintain programs which are responsive to industry needs and which permit students to go on for advanced studies. This requires periodic discussions with employers, employees, parents, students, administrators, and faculty from other institutions. The educators, alone, cannot perform this function adequately. OAC members contribute greatly to promoting the program and the value of technical education through their contacts at work and in the community.

COMMITTEE MEMBERSHIP

Profile of an Occupational Advisory Committee Member

Occupational Advisory Committee members are cooperative, responsible, productive people who are interested in the success of technical education. Selected members from industry have current, successful work experience in the related occupation and are willing to contribute the necessary time to help strengthen the training program. The ideal OAC candidate will serve to build and improve the technical program as well as promote the program within the community.

Membership Selection

Occupational Advisory Committees function effectively with 5 to 20 members. The size of the committee is usually determined by the OAC Table of Organization and may vary over time as activities expand and contract. An EASTERN administrator and the teacher of the program serve as ex-officio members of the committee.

Each member represents a segment of the industry and is expected to speak for that segment during discussions. Likewise, if information is needed about that segment the representative is usually asked to obtain the information.

Membership Composition

The selected members should include quality individuals representing a segment of the business or industry. These segments and individuals are reflected on the Committee Table of Organization **APPENDIX A**.

Each OAC Table of Organization should include a mix of supervisory and

non-supervisory positions. It should also include one student currently enrolled in the program.

NOTE: Maintaining a mix of female, male, minority, non-minority and handicapped members without discrimination to age will help to ensure a membership composition that is unbiased.

Each Fall the OAC should review its Table of Organization to determine if the segments represented are current and appropriate. By November 1st, each Chairperson should submit to the EAC any recommendations to revise the Table of Organization, Proposed revisions should be accompanied by rationales that support each revision.

Membership on OAC

An annual review of committee membership begins with the identification of members who are resigning or members who have been unable to serve in a productive way.

This initial review is performed by the Chairperson and the educators by the end of April each year. All recommendations are submitted to the EAC for those members being reappointed **APPENDIX E**.

Prospective committee members should also be identified and nominated in the Spring and Fall of each year. The OAC New Member Nomination Form **APPENDIX B** should be submitted for each prospective member for EAC review. The EAC Membership Subcommittee meets in October, February, and June each year to review all the New Member Nomination Forms and make recommendations to the full Executive Advisory Committee. Once it is determined that the prospective members qualify to participate on the committee, they will receive a Letter of Appointment from the EAC **APPENDIX D**.

Orientation of New Members

To assist in welcoming and orienting new members to the OAC, this process should be followed:

1. A faculty representative from the occupational program should personally contact new members to welcome them and respond to any of their questions. Arrangements should be made for the new member to visit the school while in session.
2. New members will be directed to EASTERN's website and the OAC video.
3. An orientation meeting involving the OAC Chairperson, Assistant Director, and program instructor will be held one half hour before the OAC meeting is scheduled to begin to accomplish the following:
 - acquaint new members with the key committee figures
 - describe how EASTERN serves the sending schools and the business community
 - tour the classroom and school facility
 - distribute the OAC handbook

It is important that all new members view the video so that they can participate on their committee as informed, voting members.

The Term of Appointment

All members are appointed for a term of three years in accordance with a schedule adopted by the EAC. Membership is reviewed by the educators and the committee chairperson each Spring and recommendations are submitted to the EAC for those numbers being reappointed. **APPENDIX E.**

There is no limit to the number of terms a committee member may serve. However, new members are asked to make a three-year commitment to the advisory committee.

Attendance

Members are expected to be present at all meetings unless they give prior notification that they are unable to attend. If work, health, or personal commitment prevents a member from attending a meeting, a call to the instructor (215-784-4800) is requested. Regular attendance helps to maintain an informed, effective committee.

The Role of the Administrative Representative

Each OAC meeting is attended by an institutional representative who holds an administrative position. The Assistant Director typically fills this position to provide relevant institutional information and to solicit feedback when advice is desired. This person serves as a liaison and is not a voting member of the advisory committee. The administrative representative serves as a resource person at all OAC meetings.

The Role of the Educator

Educators include all faculty of the program" Their attendance at official OAC meetings is imperative so that they can contribute to and benefit from the OAC process, the following responsibilities are associated with the role of the educator:

- establish and maintain a viable OAC
- orient new committee members

- work in coordination with the committee chairperson and secretary to plan meetings and prepare agendas, minutes, reports, and recommendations
- prepare all necessary materials for meetings and mail to members
- take and prepare the minutes of each meeting
- contact all members regarding meeting times and dates
- conduct first meeting of a newly organized OAC
- provide committee with input on curriculum, budget, cooperative education, enrollment, and graduate placement
- follow up on OAC recommendations
- involve OAC members in technical education public relations efforts

Careful attention to the preparation of the agenda can contribute to running effective meetings. The agenda is the plan for the meeting which identifies the items for discussion and their sequence. It should be prepared in advance by the chairperson in cooperation with the educator and mailed to all committee members through the office of the Assistant Director one week prior to the meeting. All materials associated with the agenda should be mailed to members with agenda. Appropriateness of agenda items should be reviewed so that committee member's time is used wisely.

APPENDIX F.

The success of the OAC depends largely upon the ability of the teacher to provide adequate support to the committee. As a non-voting representative, however, it is important that the teacher not dominate committee discussions.

The Role of Student Representative

The student representative is a voting member of the OAC and is invited to join all official meetings. Student representatives have the

responsibility of speaking on behalf of their classmates and acting as a liaison between the classroom and the OAC.

Student representatives are expected to share all pertinent information from the committee minutes with their classmates.

Selection and Term of Committee Officers

Committee officers are selected during the close of the school year to function as officers for the following school year. Officers can be nominated by all voting members and are elected by majority vote. The terms of office are one year for all officer positions. Although officers may be reelected for successive terms, an officer holding a position for more than three successive terms is discouraged.

The Role of Committee Officers

Chairperson

The chairperson's ability to guide the work of the committee will contribute to the effectiveness of the committee. The chairperson has these responsibilities:

- attend annual Fall and Spring OAC Chairpersons Meeting
- establish meeting dates in coordination with administrators, educators, and committee members
- prepare the meeting agenda with the educators and distribute to committee members prior to the meeting
- assure that background information and necessary documents are available for meetings and sent to committee member in advance where appropriate
- preside at meetings, maintain an orderly process, and keep committee on track
- assign tasks to individuals or subcommittees and follow up on their work

- communicate with members, school representatives, governing boards, and community
- encourage committee members to engage in public relations efforts in the community
- engage committee members to provide cooperative work experience training stations for students
- encourage committee members to solicit graduation awards from the business community

Assistant Chairperson

The assistant chairperson works closely with the chairperson on all tasks and may serve as the leader for many committee activities. He/she may be expected to assist with any or all the tasks listed above as chairperson's responsibilities. In addition to performing specific tasks assigned by the chairperson, the assistant chairperson should consider serving as the next successive chairperson.

Secretary

It is suggested that a faculty representative serve as the committee secretary. The secretary is responsible for taking minutes during meetings, preparing, and distributing minutes following meetings and preparing and forwarding any other necessary correspondence. Minute taking can be done most effectively if the secretary restricts the note taking to important facts and records the minutes in a brief, impersonal way. The secretary should strive for accuracy to avoid later misunderstanding and confusion. The secretary should not leave a meeting without all the important facts recorded, even if it requires interrupting the: meeting or restating the facts to confirm the information for the records. Although committee members may be identified in the minutes for contributing input during a meeting, the note taking should not reflect verbatim conversation. A suggested format for minutes is shown in **APPENDIX G**. The following is a list of facts to be recorded during every meeting:

- date, time, and place of meeting
- names of all persons in attendance and those who are absent
- summary of concerns, discussions, decisions, and recommendations
- dates of significant correspondence, events, future meetings and subcommittee meetings
- summary of all decisions requiring a vote (include names of members who initiate and confirm the vote)
- date of next meeting
- time of adjournment

Remember that the minutes of each meeting are used for communication both internally, within the OAC, and externally, to other interested persons, administrators, and governing boards. Accurate, complete minutes serve as a history of committee activities and accomplishments and must be kept on file for reference in the Assistant Director's office.

List of Current Members

The Secretary is responsible for maintaining an accurate listing of current OAC members. The listing should include a business address and telephone number as well as a home address and telephone number. Changes should be communicated to all voting and nonvoting members of the committee. A listing of the current members of the Occupational Advisory Committee on which you are serving can be found in **APPENDIX H**.

THE OCCUPATIONAL ADVISORY COMMITTEE MEETING

Typically, the OAC meeting is held at EASTERN either in a conference room, classroom or in the school restaurant. The meeting should take place in a comfortable room with adequate seating, writing space and visual aids as needed. Light refreshments are available since committee members often attend meetings directly after working hours.

Meeting Time

The typical OAC meeting is held after working hours between the hours of three and seven thirty p.m. Meetings should have both a starting and a stopping time and should not exceed two hours in length without committee approval. Given the time restraint, all members should recognize the importance of promptness.

A sample letter notifying members of meetings can be seen in **APPENDIX I.**

Frequency of Meetings

The frequency of OAC meetings will depend on the Plan of Work for the year. Generally, however, OACs should meet three (3) times a year to address the major activities outlined in the Occupational Advisory Committee Suggested Timelines

APPENDIX J2. There is also an annual Advisory Appreciation event each Spring for the purpose of acknowledging the efforts of all Occupational Advisory Committee members. Additional business meetings may be required for the entire OAC or for subcommittees depending on the objectives for a given year.

Meeting Style

OAC meetings should be conducted in a businesslike manner and structured to run efficiently. Formal agendas should be adhered to, and committee officers should always be present to perform their special functions. The committee chairperson should use enough parliamentary procedure to officially document decision making and recommendations, and to keep discussions focused on the agenda items. However, meetings should be informal enough to promote constructive discussion and creativity.

GUIDELINES FOR RUNNING EFFECTIVE MEETINGS

Attributes of a productive OAC include organization, preparedness, effective communication, and strong leadership. The efficient use of the OAC meeting time is also vital to being productive and to successfully meeting objectives. It is at OAC meetings where concerns are expressed, discussions take place and decisions, and recommendations are made. Clearly defined membership roles and established objectives and good leadership will help to make meetings productive.

Meeting Roles	
Educator Role	Committee Member Role
The educator assumes a supporting role to help the Chairperson in her/his leadership function. The educator <i>assists</i> with preparing for meetings, providing information and clarity during meetings, and following through with communication and recommendations as a result of the meetings. Educators assist	Conducting effective meetings is the primary responsibility of the OAC Chairperson. She/he must prepare for the meeting, structure the meeting to achieve expected results and encourage productive participation. Other committee members must attend meetings regularly; stay informed of

the Chairperson but do not lead the meeting.	program issues and contribute in a meaningful way.
Suggested Procedure	
Educator	Committee Member
1. Gather all necessary information and prepare all needed documents for the meeting in an organized, concise fashion.	1. Chairperson should develop agenda with educator in advance so that it will be mailed prior to meeting.
2. Meet with administrative representative prior to meetings to review the agenda and supporting documents.	2. Chairperson should contact administrative representative prior to meeting if clarification is needed on agenda items and/or existing policy.
3. Prepare agenda in advance so that it will be mailed to all members a week in advance of the meeting.	3. Chairperson should limit the meeting to two hours by establishing a starting and stopping time.
4. Arrange for light refreshments to be available during the meeting.	4. Chairperson should encourage promptness by calling the meeting to order on time.
5. Make available pencils, paper, and visual aids.	5. Chairperson should plan to cover a manageable number of objectives during the meeting.
6. Contact all members prior to the meeting as a reminder of the meeting date and time. Determine if all or most of the members will be in attendance.	6. The secretary should present the previous meeting minutes. The chairperson should allow members to edit the minutes and/or approve them as presented.
7. Take minutes or assist the secretary in taking minutes.	7. Chairperson should adhere to the prepared agenda by keeping discussion purposeful. (Have extra agendas available).
8. Ensure that the minutes are prepared and distributed within a reasonable amount of time following the meeting.	8. Chairperson should require a motion, a second to the motion and a vote for all decisions and recommendations.
	9. Chairperson should encourage contributions from all members by creating an informal atmosphere for discussion and by making all members feel important and useful.

	<p>10. All members should attend meetings regularly and contribute in a meaningful way.</p>
	<p>11. Chairperson should adjourn the meeting on time unless there is a committee vote for an extension. Remember that agenda items which time may not allow for can be taken up at the next meeting or occasionally by phone or mail. Respect committee members by respecting their time.</p>
	<p>12. Chairperson should lead the OAC in developing an OAC Plan of Work which will establish the activities and priorities for the year APPENDIX J. The Plan of Work should be developed in the Spring and finalized in September annually. The Plan of Work will be shared with the Executive Advisory Committee at the Fall OAC Chairpersons Meeting. Schedule J1 to address these activities and priorities as well as those listed in the OAC Suggested Timelines J2 is recommended.</p>

CURRICULUM REVIEW AND VALIDATION PROCESS

Background

Rapid changing technology necessitates the continual review and upgrade of the curriculum. Educators work together with the OAC to refine the curriculum so that it continues to serve both the student and industry in a relevant way. It is important to maintain a balance in the curriculum so that it continues to reflect current technology and skills but is not in a constant state of flux.

Two documents used by EASTERN to support the competency-based curriculum are:

- PDE Program of Study
- Certificate of Completion

It is important that all OAC members familiarize themselves with these documents. The following descriptions are designed to give clarity to the purpose and use of these documents in technical education.

Curriculum

The Curriculum **APPENDIX K** identifies the occupations for which the technical program trains and required competencies from the PDE Program of Study lists associated duties, tasks, and terminal performance objectives to be learned for each occupation. Appropriate tasks are identified under each occupational objective to help focus both the instructor and student on entrance level skills associated with the occupation. Mastery of these skills will qualify the student for placement in an entry level position in the field.

Certificate of Completion

A student who completes all the duties, tasks and terminal performance objectives for a career objective and earns an average grade of C or better is awarded this Certificate of Completion.

APPENDIX M In addition, all students receive a printout listing the duties and tasks which they have completed while in the program. Students are encouraged to share these documents with prospective employers. Employers are encouraged to review the task lists and the Certificate of Completion prior to employment.

Curriculum Roles	
Educator Role	Committee Member Role
The educator does all designing and editing of the curriculum. She/he supports the OAC in their periodic review of the curriculum by offering input from the perspective of implementation, time management, student caliber, enrollment figures, success of cooperative work experience and graduate placement.	The committee member has the primary responsibility to review program statistics, determine the relevance of the curriculum units and supporting tasks and determine if the curriculum is producing employable graduates.
Suggested Procedure	
Educator	Committee Member
1. Make sure that a copy of the current Curriculum exists in APPENDIX K of the OAC handbooks for the program.	1. Committee chairperson should assist in establishing a meeting date and time for the curriculum review (Prepare agenda).
2. Establish a meeting date and time in coordination with administrative advisor and committee chairperson for the purpose of curriculum review. (Prepare agenda)	2. All members attend meeting to review background information supplied by educator, i.e., end-of-year grades, graduate placement statistics, cooperative education data and enrollment figures.
3. Gather information for meeting, i.e., end-of-year grades, graduate placement statistics, cooperative education reports and enrollment figures.	3. All members review Curriculum APPENDIX K to determine if: <ul style="list-style-type: none"> a) the occupational objectives are relevant b) the curriculum provides enough training for the occupations

4. Provide history, institutional information, and future plans of the school regarding the direction of the program at meeting.	4. Vote on the recommended changes to the curriculum.
5. Make available the terminal performance objectives for the meeting to provide clarity.	5. Validate the revised curriculum with signatures from all selected committee members.
6. Revise curriculum according to OAC recommendations.	6. Review Certificate of Completion APPENDIX M for occupational and task listing changes. Vote on changes to the Certificate of Completion to reflect revisions to the curriculum.
7. Resubmit curriculum according to OAC recommendations.	7. Chairperson and educators must fill out one Checklist for Curriculum Review and Validation APPENDIX N to verify the completion of the curriculum review process.
8. Submit revised, validated curriculum to the administrative representative.	
9. Make available the Certificate of Completion for review by the OAC.	
10. Make sure that changes in task listing are reflected on Certificate of Completion APPENDIX M .	
11. Fill out the Checklist for Curriculum Review and Validation APPENDIX N with the Chairperson and submit to the administrative representative.	

BUDGET REVIEW AND VALIDATION PROCESS

Background

Program teachers at EASTERN are responsible for preparing a recommended budget for their programs annually. Teachers typically solicit input from the OAC members while preparing the first draft of their program budget. This process begins in the Spring with a review of the program's equipment needs. The committee is asked to identify possible new/replacement equipment needs. Based on these needs, the committee will identify the most appropriate equipment and research costs. In the Fall the committee reviews and discusses the first draft of the budget. The budget items are each documented on budget Form #45 as seen in **APPENDIX O** and submitted to the EAC for review and final recommendation by the EAC to the Joint Committee.

Budget Roles	
Educator Role	Committee Member Role
<p>The educator prepares and edits the budget based on OAC members' input. Vendor's names, addresses, budget item costs or lease/purchase agreements must be secured prior to submitting the budget for review by the OAC.</p>	<p>The committee member must make projections to identify the minimum investment needed to achieve the objectives of the program. In communicating this to the educator, the committee member may also need to define specifications and help in locating appropriate vendors, field trip sites and educational sites for staff development.</p>
Suggested Procedure	
Educator	Committee Member
<p>1. Meet with OAC Chairperson to begin budget review process.</p>	<p>1. Chairperson must meet with educators regarding budget review process.</p>
<p>2. Prepare a current equipment inventory for review by the OAC.</p>	<p>2. All members should tour the facility to familiarize themselves with classroom tools and equipment.</p>

3. Organize a tour of the classroom facility for OAC members.	3. Chairperson must establish meeting dates and times for budget review.
4. Solicit input from OAC on items to be included in the budget. Remind OAC of program goals and objectives. Be prepared to differentiate between instructional needs vs. production needs of industry.	4. All members provide input for budget preparation i.e. a) Tools b) Equipment – Purchase and Rental c) Computer Software d) Contracted Services Supply detailed information i.e., budget item specifications, vendor name and address, costs, lease/purchase bids and installation fees, items specifications for tools and equipment.
5. Prepare first draft of budget-on-budget Form #45 APPENDIX O . Include: a) Tools b) Equipment – Purchase and Rental c) Computer Software d) Contracted Services Supply detailed information i.e., budget item specifications, vendor name and address, costs, lease/purchase bids and installation fees, items specifications for tools and equipment.	5. All members assist educators with obtaining bid prices, identifying teacher training/retraining opportunities, and identifying field trip locations.
6. Submit first draft budget to OAC for review.	6. All members review first draft of budget. Make recommendations for changes.
7. Perform any necessary editing of first draft of budget.	7. Review edited budget and validate. (Signatures of educator and Chairperson required.)
8. Resubmit budget to OAC for final review and validation.	8. Chairperson transmits recommended budget to the Assistant Direction who forwards it to the EAC.
9. Submit recommended budget to Assistant Director’s Office to be forwarded to the EAC.	9. Chairperson must fill out Checklist for Budget Review and Validation. APPENDIX P
10. Fill out Checklist for Budget Review and Validation. APPENDIX P	

LIAISON FUNCTION

Background

The OAC is EASTERN's link to the community and the world of work. Selected OAC members are in the unique position of gaining first-hand knowledge of the technical program and of easily communicating that knowledge directly to their peers in the industry and in the community. The educator can also create opportunities to communicate with parents, students, and representatives from other schools to improve public relations and promote a better understanding of the goals of the school and program. The educators and selected OAC members can work effectively, as a team, to promote the school and the program and to solicit external input to improve the program.

Liaison Roles	
Educator Role	Committee Member Role
The educator should project the positive image of EASTERN, technical education and the program at all times. The educator must create opportunities to promote and market the school and the program to parents, students, guidance counselors, school representatives and community representatives.	The committee member should project the positive image of EASTERN, technical education and the program at all times. She/he should create opportunities to promote and market the school and the program to peers in the industry, Executive organizations, other educational institutions, and members in the community.
Suggested Procedure	
Educator	Committee Member
1. Survey Executive employers	1. Through 12. See Suggested Procedure for Educator
2. Project the positive image of EASTERN's program when communicating with colleagues and the general public.	13. Encourage colleagues and community representatives to provide cooperative education opportunities for students.
3. Invite guest speakers from the industry to participate in OAC meetings.	14. Promote EASTERN and the technical program within Executive organizations.

4. Invite guest speakers to visit the classroom.	15. Encourage colleagues and community representatives to visit EASTERN's facility.
5. Assist with marketing new courses, i.e., meeting with sending school counselors, designing publications to announce course offerings, meeting with prospective students and parents.	16. Encourage colleagues and community representatives to do public speaking in the classroom.
6. Communicate with secondary and post-secondary representatives and with representatives from other training institutions.	17. Promote EASTERN's post-secondary training program within the work environment and the community.
7. Identify new training programs or changes to existing programs to improve articulation with other schools.	18. Identify new markets for training programs.
8. Communicate with organized labor union representatives if appropriate for the program.	19. Identify new training programs to meet market demands.
9. Support Executive, state, and federal action to assure that adequate technical programs are provided.	20. Communicate with representative from Executive Chamber of Commerce.
10. Arrange for supplies, tools, and equipment donations.	21. Encourage peers to provide employment opportunities for students.
11. Assist in serving as judges for Executive student awards and student contests.	22. Participate (when requested) in the process of selecting EASTERN's program instructors.
12. Assist in planning and/or participating in technical education promotions, setting up displays and demonstrations.	

PROGRAM PLANNING AND REVIEW

The Program Review and Planning Process was established by the Executive Advisory Committee to provide for a comprehensive review of each program within a five-year period. The process involves the collection and analysis of data concerning the program and the generation of recommendations for the program with a corresponding multiyear budget the involvement of the Occupational Advisory Committee in developing program recommendations and a corresponding budget is central to the process.

The process begins with the collection of data for the program undergoing review. The instructor and staff of EASTERN compile the data and prepare a report. In addition to the data, preliminary analysis of the data and preliminary responses are prepared by the school staff for review by the Occupational Advisory Committee. The report may contain the following data:

- An analysis of labor market supply and demand data for the program.
- Graduate placement reports for the last three years summarizing the placement status of students as of October of each year.
- Eastern Center for Arts and Technology Graduate In-Depth Interviews, Summary Report" prepared by outside agency.
- Summary of the Student Occupational Competency Test results for the most recently completed school year
- Program Completion Rate - Enrollment
- Copies of the current curriculum for each of the Career Objectives
- Employer follow up results
- Inventory of program equipment and tools

Members of the Occupational Advisory Committee review the various documents developed in preparation for the program review. A series of meetings is conducted for the purpose of presenting and discussing the data. Representatives of the Executive Advisory Committee may attend some or all these meetings as observers. Following this process, the OAC is asked to augment the data with an analysis of future trends in the industry, develop recommendations for the program, and identify the resources needed over the next three years for implementation. Recommendations for program modification and needed resources will be submitted to the Executive Advisory Committee consistent with the procedure currently followed for capital expenditures; and, ultimately to the Joint Operating Committee for approval.

The Program Review and Planning Model flow and timelines chart on the following pages summarizes this process.

Appendix

A 1	Occupational Advisory Committee Table of Organization.....	A
A 2	Occupational Advisory Committee New Member Nomination.....	B
A 3	Invitation letter to Prospective Members.....	C
A 4	Letter of Appointment.....	D
A 5	Occupational Advisory Committee Member Reappointment.....	E
A 6	Sample Agenda.....	F
A 7	Sample Minutes.....	G
A 8	Listing of Current Members	H
A 9	Memo of Notification of Meetings.....	I
A10	Occupational Advisory Committee Plan of Work.....	J
	J1 Suggested Timelines	
A11	Curriculum.....	K
A12	Reserved.....	L
A13	Certificate of Completion.....	M
A 14	Checklist of Curriculum Review and Validation.....	N
A15	Sample Budget Form.....	O
A16	Checklist of Budget Review and Validation.....	P
A17	Occupational Advisory Committee Life Cycle Chart.....	Q

OAC TABLE OF ORGANIZATION

APPENDIX A

**EACH NEW COMMITTEE MEMBER WILL RECEIVE A
TABLE OF ORGANIZATION**

OAC NEW MEMBER NOMINATION

APPENDIX B

EASTERN CENTER FOR ARTS AND TECHNOLOGY

OCCUPATIONAL ADVISORY COMMITTEE NEW MEMBER NOMINATION
--

Program _____

PART I

Name _____ Date _____

Home Address _____

Home E-Mail _____ Home Phone _____

Cell Phone _____

Company Name _____

Company Address _____

Position _____ Company Phone _____

Company E-Mail _____ Fax _____

Type of Business _____

Approximate Number of Employees: Men _____ Women _____

What is your preferred form of contact?

- | <u>Phone</u> | <u>Email</u> |
|-------------------------------|-------------------------------|
| <input type="checkbox"/> Home | <input type="checkbox"/> Home |
| <input type="checkbox"/> Work | <input type="checkbox"/> Work |
| <input type="checkbox"/> Cell | |

PART II

Nominated by: _____

To Represent: _____

(Refer to current Table of Organization to identify industry segment represented)

Describe how this nominee can contribute to the Occupational Advisory Committee: _____

Recommended by: _____

OAC Chairperson

Executive Advisory Committee Recommendation: _____

Return to: Mr. Joseph Greb, Assistant Director
Eastern Center for Arts and Technology
3075 Terwood Road
Willow Grove, PA 19090-1488

**LETTER OF INVITATION TO PROSPECTIVE
MEMBERS**

APPENDIX C

Date

Ms. Sara Johnson
123 4 First Street
Philadelphia, PA 19111

Dear Ms. Johnson:

We believe that you could perform a valuable service to the school and community as a member of the _____ Occupational Advisory Committee (OAC) at Eastern Center for Arts and Technology representing the _____ segment.

The advisory committee is made up of outstanding business and civic leaders in the community. The efforts of the committee are directed at providing quality programs for young people and adults in our community. Enclosed is a brochure that will explain in further detail the role of the Occupational Advisory Committee.

Also enclosed are an OAC New Member Nomination Form and a self-addressed, stamped envelope. Please complete Part I of the form. Appointments to the OAC are made by the Executive Advisory Committee (EAC). New members to the committee will be notified of their appointment and be invited to a New Member Orientation Meeting to be held in the fall of each year.

If you have any questions, please call me at (215) 784-4800, ext. 110.

Thank you for your interest in our school.

Sincerely yours,

Joseph Greb
Assistant Director

jg/tf

enc
c Instructor
OAC Chairperson

LETTER OF APPOINTMENT

APPENDIX D

DATE

Ms. Sara Johnson
1234 First Street
Philadelphia, PA 19111

Dear Ms. Johnson:

Thank you for agreeing to serve on our _____ Occupational Advisory Committee (OAC). We sincerely appreciate you sharing your time and expertise representing the segment of _____ on this advisory committee. The term of service is until _____

The ultimate objective for the advisory committee is to improve and expand opportunities in education. We realize that your time is limited, and we will make every effort to have meetings and other business prompt, precise and purposeful.

We appreciate your support of Eastern Center for Arts and Technology.

You will be receiving a copy of the agenda for the next OAC meeting,
Sincerely,

Susan Hoffman, Chairperson
Executive Advisory Committee

enc
c Instructor
OAC Chairperson

OCCUPATIONAL ADVISORY COMMITTEE MEMBER REAPPOINTMENT

APPENDIX E

OCCUPATIONAL ADVISORY COMMITTEE MEMBER REAPPOINTMENT

_____ Program

_____ Chairperson

_____ New Student Representative

Part I

List the names and industry segments (from your current Table of Organization) represented for each current OAC member recommended for reappointment.

Factors for consideration:

- Attends meetings regularly
- Contributes to OAC activities
- Interested in serving another term
- Able to represent industry segment

Name	Industry Segment Represented
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Part II

List the names and industry segments represented for each current OAC member who will not be remaining on the OAC.

Name	Industry Segment Represented
_____	_____
_____	_____
_____	_____

Return to: Mr. Joseph Greb
Eastern Center for Arts and Technology
3075 Terwood Road
Willow Grove, PA 19090-1488

AGENDA

APPENDIX F

**WELDING TECHNOLOGY
Occupational Advisory Committee
Monday, September 23, 2019
Location- Welding Theory Room 6:00 PM**

AGENDA

Call to order

Roll Call

The following were present:

The following were not in attendance:

Approval of minutes from last meeting

Unfinished Business

New Business

Plan of Work: 2019-2020

Discuss the Plan of Work for the year and modify if necessary.

Curriculum- Program of Study

Review and discuss the Pennsylvania Department of Education required Program of Study.

Career Objective Update 1-year seniors

CWI Endorsement Suggestions

Potential new OAC members

Equipment Purchases: 2019-2020

The instructor will review the approved major equipment purchases for this school year.

EASTERN Educator in the Workplace

Discuss the new EASTERN Educator in the Workplace event and how it can enhance opportunities for students and the OAC.

Expanded Learning Opportunities

The instructor will provide a list of proposed ELO's for the school year

Update Member Contact Information

g) Foundation Requests

h) Facility Inspection:

Use the provided inspection form to review the lab. One sheet reflecting group consensus should be submitted post meeting.

Dates of Meetings for 2019-2020

Monday, January 27, 2020, at 6:00 PM

Monday, April 27, 2020, at 6:00 PM

Important Dates for 2019-2020

- **OAC Chairpersons Meetings**
Wednesday, October 23, 2019, 7:00 pm
Wednesday, May 6, 2020, 7:00 pm
- **Advisory Appreciation Brunch- On-Site**
Sunday, March 1, 2020, 11:00 am-12:30
SNOW DATE- Sunday, March 8, 2020
- **Open House- On-Site**
Sunday, March 1, 2020, 1:00 pm-3:30 pm
NOW DATE- Sunday, March 8, 2020
- **Awards Night- Location UMHS Auditorium**
Wednesday, May 27, 2020, 7:00 pm

Adjournment

MINUTES

APPENDIX G

**WELDING TECHNOLOGY
Occupational Advisory Committee
Monday, September 23, 2019
Location- Welding Theory Room 6:00 PM**

MINUTES

I. CALL TO ORDER

The meeting was called to order at 6:00 pm

II. ROLL CALL

In attendance: Meghan Cicchino, Sam Hirlehey, Neil Goldberg, Ray Saccarelli, Jason Hammer, Anthony Taurino, Jason Tucker.

III. APPROVAL OF MINUTES FROM LAST MEETING

Approved unanimously.

IV. NEW BUSINESS

- Plan of Work: Printed plan of work was provided to committee members for discussion.
 - Areas of discussion included material used for incorporating math and symbols and blueprint reading to the curriculum; field trips to observe different types of weld shops and facilities; a visit by the Miller Welding Company equipment truck; scheduling of students to shadow employers and the Perkins grant. A goal for all students to achieve advanced on written NOCTI. Committee members were supportive of all actions and made verbal commitments timing of tours and ELO's.

- Curriculum Program of Study:
 - Discuss changes to the program from the PA Department of Education: Removed Brazing and Soldering but incorporate demos of flame work for Brazing and Soldering.

- Career Objectives Update:
 - 1-year Seniors; Career objectives added for 1-year Seniors to satisfy NOCTI requirements: adding tasking 801-803, 806-807, remove 804. Changes associated with GTAW. Add 701 thru 704 tasking next year, associated with FWAW. Informational only.

- CWI Endorsement Suggestions – Committee endorsements suggestions are:
 - MT/PT/VT are easiest and used in industry; recommended pursuing these endorsements first.

- Potential OAC members:
 - Meghan suggested 2 new members to replace members that have left the OAC. Both members are directly involved in the welding community: production, and a union iron apprentice. Committee agreed.

- Equipment Purchases:
 - FYI equipment purchases already approved were given to committee members and reviewed.

- Eastern Educator in the Workplace: The educator in the Workplace event was briefed to committee members on how it can enhance opportunities for students and the OAC. Examples are:
 - Establish new employers for student Co-op's.
 - Solicit employers for work requirements
 - Spend time with employer to establish longer term relationship for employment of students' full time and co-op

- ELO's: Several committee members offered tours and committed times for visits as Expanded Learning Opportunities in Fall 2019. Follow-up local between Meghan, Tony, Neil.

- Update Member Contact Information
 - Sheet was provided to committee members

- Foundation Requests: Funding options were provided to committee members that support Eastern – FYI.
- Facility Inspection: Committee members performed a facility inspection and reported information on the Facilities Reporting Form. Several categories were unsatisfactory.

V. DATE OF NEXT MEETINGS: 2019-2020

Monday, January 27, 2020 – 6:00 pm

Monday April 27, 2020 – 6:00 pm

VI. IMPORTANT DATES FOR 2019-2020

- OAC Chairpersons Meetings
- Advisory Appreciation Brunch
- Open House On-site
- Awards Night – Location UMHS Auditorium

VII. ADJOURNMENT

The meeting was adjourned at 7:00 pm.

OAC MEMBER LIST

APPENDIX H

**EACH NEW COMMITTEE MEMBER WILL RECEIVE A LIST
OF COMMITTEE MEMBERS**

NOTIFICATIONS OF MEETINGS

APPENDIX I

TO: OAC Member

FROM: Instructor

DATE: September 14, 2019

SUBJECT: OAC Meeting

This memo is to remind you of the Culinary Arts Occupational Advisory Committee meeting scheduled to be held on Monday, September 28, 2019, at 7:00 pm. in our restaurant.

Attached you will find the agenda for this meeting and the minutes from the March 23, 2019 meeting.

We look forward to seeing you on the 28th, Please advise if you will be attending or unable to attend. We can be reached at 215-784-4800, Ext 268 or e-mail at galbert@eastech.org.

Thank you.

**EACH NEW COMMITTEE MEMBER WILL RECEIVE A COPY
OF THE CURRENT PLAN OF WORK**

EASTERN CENTER FOR ARTS AND TECHNOLOGY**Occupational Advisory Committee Suggested Timelines**

The major activities applicable to most Occupational Advisory Committees are summarized below, along with suggested timelines:

- Discuss and develop a: Plan of Work for the next year (Spring)
- Review committee Table of Organization. Are all segments of industry represented? (Fall)
- Submit Table of Organization changes with rationale to Executive Advisory Committee (EAC) through Mr. Greb's office (Fall)
- Nominate new OAC members for any vacancies (Ongoing Activity)
- Review/validate program curriculum (Early Fall)
- Review/recommend program budget (Spring)
- Review program enrollment (Fall)
- Review graduate placement/follow-up report (Winter)
- Review National Occupational Competency Testing Institute (NOCTI) test results (Spring)
- Review student awards program (Spring)
- Review committee membership/reappointment (Spring)
Submit membership nominations to EAC
 - Recommendations for new members
 - Recommendations for reappointment
- Elect committee officers (Spring)
- Identify possible new/replacement equipment and tools - research costs (Spring)
- Identify National Occupational Competency Testing Institute (NOCTI) performance judges (Winter)
- Annual Advisory Appreciation Brunch (Spring)

CURRICULUM

APPENDIX K

**EACH NEW COMMITTEE MEMBER WILL RECEIVE A COPY
OF THE CURRENT CURRICULUM**

RESERVED

APPENDIX L

Certificate of Completion

This is to Certify that

has successfully completed the requirements for

Commercial Art

on June 15, 2020

Director

Joint Committee President

Instructor

CHECKLIST FOR CURRICULUM REVIEW AND VALIDATION

APPENDIX N

CHECKLIST FOR CURRICULUM REVIEW & VALIDATION

The Chairperson and educators should use the following checklist to make sure that the curriculum review process was completed according to the recommended procedure. This instrument should be used as an aid, not as a reporting document. This checklist does not need to be submitted to administration for review.

Educator Responsibilities

Check When Completed

1. Include a current Curriculum in Appendix K of every handbook. _____
2. Provide information i.e., end-of-year grades, graduate placement statistics, cooperative work experience reports and enrollment figures for curriculum review meeting. _____
3. Review curriculum according to OAC recommendations. _____

Committee Member Responsibilities

1. All members review background information i.e., end-of-year grades, graduate placement statistics, cooperative work experience, enrollment figures. _____
2. Analyze Curriculum for the following:
 - a. Are the occupational objectives relevant? _____
 - b. Does the curriculum provide enough training for the occupational objectives? _____
 - c. Identify all additions and deletions needed to improve the task listing. _____
 - d. How well is the curriculum articulated with the other secondary and post-secondary programs in the area? _____
3. By formal vote, recommend changes to the curriculum.

EASTERN CENTER FOR ARTS AND TECHNOLOGY

To: The Executive Advisory Committee Date: _____

From: _____
Occupational Advisory Committee

Budget Code: [circle one]

430-Contracted Services

432-Repairs

442-Rental of Equipment

648-Software

751-New Equipment/Tools-
unit cost does not exceed \$1,000

752-New Equipment/Tools
unit cost exceeds \$1,000

761-Replacement Equipment/Tools-
unit cost does not exceed \$1,000

762-Replacement Equipment/Tools-
unit cost exceeds \$1,000

Other - _____
(specify)

Recommended Item: _____

Rationale: _____

Check ONE In Each Column

New Equipment
 Replacement

Safety Improvement
 Curriculum Revision
 Obsolete/Outdated

Estimate Cost \$ _____
(Include installation charges, if any)

Suggested Vendor: _____

Signed - Chairperson: _____ Date: _____

Signed - Instructor: Date: _____

Executive Advisory Committee Action:

Approved

Approved with Conditions

Not Approved

* Referred for Additional Information

Conditions or Explanations: _____

Forwarded to Joint Committee: NO YES Date: _____

Referred to: _____ Date: _____
(specify)

Signed - Chairperson: _____ Date: _____

CHECKLIST FOR BUDGET REVIEW AND VALIDATION

APPENDIX P

CHECKLIST FOR BUDGET REVIEW & VALIDATION

The Chairperson and educators should use the following checklist to make sure that the budget review process was completed according to the recommended procedure. This instrument should be used as an aid, not as a reporting document. This checklist does not need to be submitted to administration for review.

Educator Responsibilities

Check When Completed

1. Prepare a current equipment inventory listing for review by OAC. _____
2. Organize a tour of classroom facility by OAC. _____
3. Solicit a list of proposed budget items from OAC. _____
4. Prepare initial draft of budget-on-budget form #45. Supply detailed information i.e., budget item specifications, suggested vendor name & address, costs, lease/purchase prices, and installation fees. _____
5. Submit initial budget draft to OAC for review. Revise draft according to OAC recommendations. _____
6. Submit final recommended budget to Assistant Director's office. _____

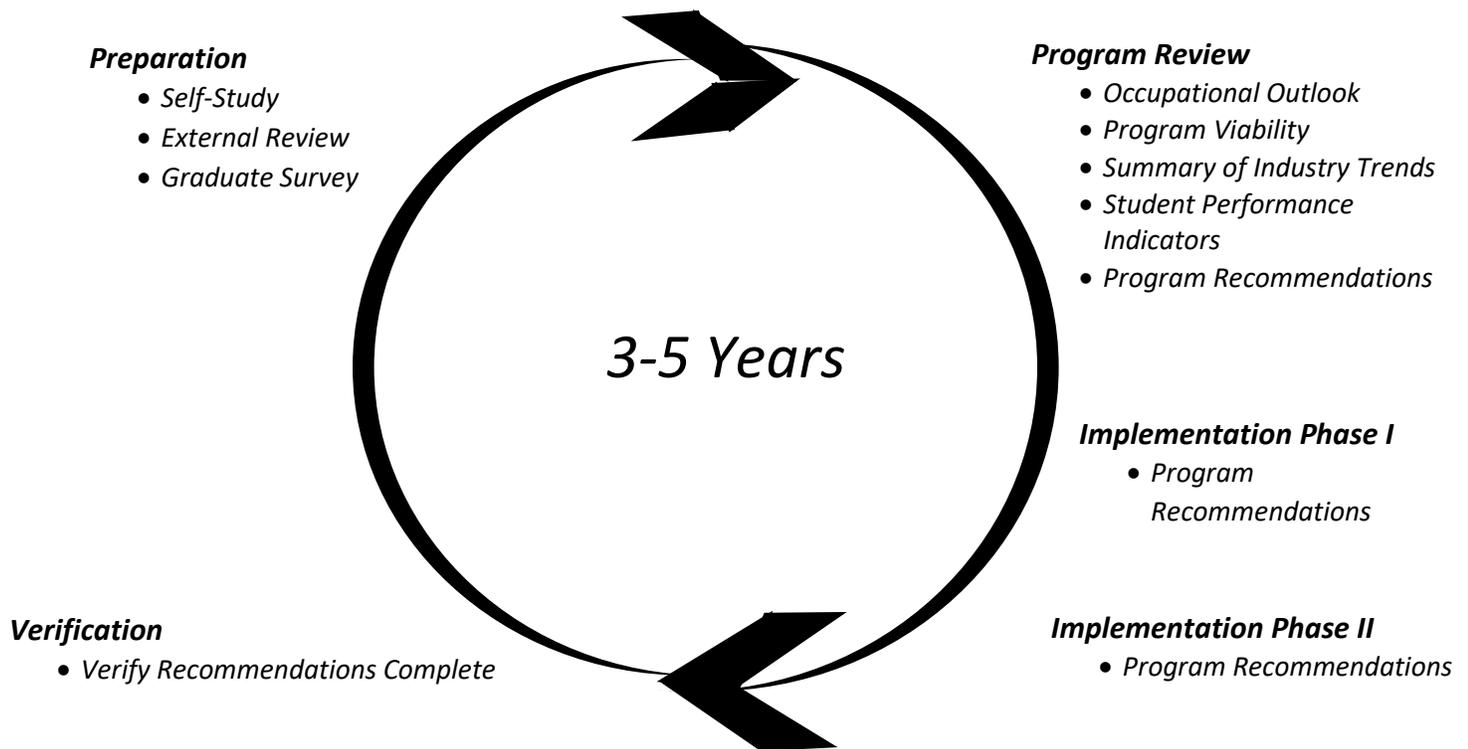
Committee Member Responsibilities

1. All Members tour classroom facility. _____
2. All Members assist educators with obtaining all budget information. _____
3. Chairperson must make sure that the recommended budget is validated with appropriate signatures and voted upon. _____
4. Chairperson must make sure that the recommended budget is Submitted to the Assistant Director's office. _____

APPENDIX Q



Occupational Advisory Committee Life Cycle



Annual Activities

- Verify Recommendations
- Review Graduate Survey Results
- Plan of Work/Report
- Curriculum Results
- Capital Recommendations
- ELO Recommendations/Review
- SOCAT Testing/Results
- Student Awards
- Shadowing
- Job Interviews
- Open House/Parents Night
- Committee Membership