

Book	Policy Manual
Section	(B) PROGRAMS
Title	Policy B118 - Advisory Committees
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Policy Number: B118
Title: Advisory Committees
Section: Programs

I. Purpose

The Joint Committee recognizes the need for information and advice from industry, business, apprenticeship councils, labor, management, higher education, students and participating districts to aid in the development and progress of a career and technical school.

II. Authority

The Director shall assemble and conduct liaison and meetings with:
An Executive Advisory Committee concerning the general philosophy, objectives and program needs of the school.
Occupational Advisory Committees for each vocational education program, curriculum, or group of related curricula to advise the Executive Advisory Committee and program staff of appropriate educational objectives, instructional content, equipment, tools, materials and levels of achievement.
An Administrative Advisory Committee concerning the educational needs of the school.

III. Role, Functions, Membership and Officers

The Executive Advisory Committee shall provide overall direction for the entire career preparation program in the school. The primary focus of the committee is developing long-range goals and plans, studying the needs of the community, recommending programs to meet the needs, suggesting priorities to be given to these plans, and gaining support for the various career preparation programs in the community.

Committee functions:

Advise and counsel with local school authorities in determining and verifying secondary and post-secondary vocational education program content which meets the needs of business and industry.
Appoint members and assist in the organization of occupational advisory committees.
Review and recommend to the Joint Committee those actions from occupational committees which are in accordance with the school's goals and philosophy.
Provide advice on the development of the school's strategic plan.
Provide a sounding board for advice pertaining to the operation of the overall vocational education program in the local community.
Become involved in public information activities that interpret the program to unions, to employers and to other interested groups and individuals.
Provide evaluation of the overall career and technical education program, by reviewing present and past accomplishments, reviewing student outcome measures, and forecasting trends affecting training and employment.

Provide financial, legislative and moral support for the program.
Assist in developing a plan for educating the public about career education.
Study the committee's own procedures and evaluate its own work.

Membership

The Executive Advisory Committee shall be composed of a minimum of seven members and shall consist of representatives of such areas as: business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions and the general public.

Terms of Appointment

Appointments shall be for three-year terms. Appointments shall be staggered so that one-third of the members' terms expire each year. Members may succeed themselves. The term shall expire on August 30.

Officers

The Committee shall have a chairperson and a secretary. The responsibilities of the officers are:

Chairperson - Shall preside at meetings, direct external relations and legislative activities, and appoint standing and special committees as the need arises. The chairperson shall develop meeting agenda in cooperation with the director.

Secretary - Shall be the Assistant Director, who is an non-voting member, who shall direct the recording of the minutes of the meeting, the transmittal of all reports to members and maintain a permanent record file of advisory council activities. The secretary shall coordinate all correspondence on behalf of the council.

Sub-Committees

There shall be three standing sub-committees:

Membership

Partnership/Perception

Program Planning and Review

Each sub-committee shall have a chairperson selected from among the membership of the sub-committee.

In the absence of the chairperson of the Executive Advisory Committee, the following line of succession shall be followed: Chair of the Membership Committee, followed by Chair of the Partnership/Perception Committee, followed by Chair of the Program Planning & Review Committee.

Meetings

Meetings shall be conducted when necessary to coincide with operational requirements of the school. This shall include a minimum of three (3) meetings, plus one (1) joint meeting with chairpersons of the Occupational Advisory Committees.

Occupational Advisory Committees

The Occupational Advisory Committees shall advise the Executive Advisory Committee, staff and administration on the current and future human resource needs of the industry. Such advice shall include what is to be taught, the standards which should be established, appropriate instructional equipment and tools needed for instruction and how the school and the community can work together to meet industry needs.

Committee functions:

Review and validate the curriculum to assure that it is current and meets industry needs.

Participate in the development of a program budget and specifically recommend equipment to be purchased.

Assist in promoting the school and its programs within the industry and community.

Participate in the evaluation of the program conducted through the Executive Advisory Committee.

Assist the instructor in identifying transition opportunities for students, placing students and resolving technical issues related to the program.

Membership

Occupational Advisory Committees shall be composed of current employees who represent a cross section of the industry and a current student. Members are appointed by the Executive Advisory Committee in the spring of each year and approved by the Joint Operating Committee in August.

Terms of Appointment

Appointments shall be for three-year terms. Appointments shall be staggered so that one-third of the members' terms expire each year. Members may succeed themselves. The term shall expire on August 30.

Officers:

Chairperson - shall preside at meetings and appoint committees as needed. The Chairperson shall develop the meeting agenda in cooperation with the instructor(s).

Assistant Chairperson - shall preside at meetings in the absence of the chairperson. The assistant chairperson works closely with the chairperson on all tasks and may serve as sub-committee chairperson.

Secretary - shall be the teacher who is a non-voting member and shall direct the recording of the minutes of the meeting, the transmittal of all reports to members and maintain a permanent record file of advisory committee activities. The secretary shall coordinate all correspondence on behalf of the committee.

Administrative Advisory Committee

The Administrative Advisory Committee shall assist in strategic planning and advise the Joint Committee and the Administration concerning the educational programs and policies of the school as well as related administrative procedures.

Committee functions:

Advise the administration and Joint Operating Committee in the development of EASTERNS' strategic plan.

Review and recommend to the Joint Committee, the annual operating budget of the school.

Assist in the development of the annual school calendar and facilitate the coordination between local schools and EASTERN.

Review and make recommendations on all policies considered by the Joint Operating Committee.

Membership

The Administrative Advisory Committee shall be comprised of the superintendents of the participating school districts.

Officers

The Committee shall select a chairperson who shall serve for a two-year term.

Meetings

Meetings shall be conducted when necessary to coincide with the operational requirements of the school and to provide recommendations to the Joint Operating Committee.

Principals' Advisory Committee

The Principals' Advisory Committee shall advise and coordinate efficient operations between schools.

Committee functions:

Review and recommend pupil services between schools

Review and coordinate schedules and activities between schools

Act as an EASTERN advocate for student selection and admissions

Serve as an EASTERN liaison for the dissemination of information to High School Personnel and to the Administrative Advisory Committee

Membership

The Principals' Advisory Committee will consist of the principals of the participating school districts.

Officers

The Administrative Advisory Committee shall select a superintendent as liaison to the Principals' Advisory Committee.

Meetings

Meetings shall be conducted four times per year, to be scheduled after Counselors/SE Liaison meetings.

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