

# CTE ADVISORY COMMITTEES: PARTNERS FOR PROGRAM SUCCESS

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Agricultural Education  
Conference

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**New Jersey Department of Education  
Office of Career and Technical Education**

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# Why are we here?

THE PURPOSE OF BUILDING  
PARTNERSHIPS WITHIN SCHOOLS IS  
TO **IMPROVE STUDENT LEARNING**  
THROUGH **RELATIONSHIPS**  
BETWEEN EDUCATION AND THE  
ENTIRE COMMUNITY.

# Our Goals for Today:

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- **Overview: Advisory Committees?**
- **Advise. Assist. Advocate.**
- **Implementation: Best Practices and Resources**

# Overview: Advisory Committees?

# What is a Career & Technical Education (CTE) Program?

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- Coherent and rigorous sequence of courses (at least three)
- Organized under a CIP code (Classification of Instructional Program)
- Provides technical skill proficiency, an industry-recognized credential, a certificate or an associate degree.
- **Includes applied learning that contributes to the academic knowledge, technical and employability skills, work attitudes, and knowledge of all aspects of an industry.**

GLOBAL  
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SUCCESS  
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READINESS  
ECONOMIC DEVELOPMENT  
TECHNICAL KNOWLEDGE  
ECONOMIC VITALITY  
LEADERSHIP  
TRANSFORMING EXPECTATIONS  
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# Required CTE Program Elements

**Advisory Committee**

**Technical Skills Assessments**

**Structured Learning Experiences**

**Career and Technical Student Organizations**

# Advisory Committee “Defined”

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A group of individuals who form a partnership to *improve student learning* through *identified goals* that create a means for *curriculum to remain relevant* and assure that *graduates will be capable* of either entering the world of work or post secondary education.

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# Big Picture...



Advisory Committees  
promote and support lasting  
partnerships

# Partnerships in Schools

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Currently over 400,000 partnerships involving approximately 7 million volunteers work effectively in our nation's schools.

- The National Association of Partners in Education -

# Changes in Schools

- Partners have become an important component of school redesign
- Schools have become more accepting of partners in education
- 51% of Superintendents state that partnerships are essential in educational plans.

- National Association of Partners in Education -

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# Partnerships...

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- are an avenue for the business and education communities to positively interact
- are a two-way street for education and business to provide expanded opportunities for students
- increase the available resources and assistance from the local/area business community
- **can improve the quality of your Agriculture CTE Programs and Programs of Study**

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# Advisory Committee Makeup

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## Members:

- Business/Industry /Labor member(s) with expertise in the CTE program or program of study
- CTE Teacher(s) of the CTE program or program of study
- School Counselor
- Postsecondary Institution
- District Representative for Special Populations
- Parent
- Student
- Other - not required but may include teachers in relevant academic areas and school administrators such as department chairpersons and/or supervisors.

**REQUIREMENT: Minimum 2 meetings per school year**



**Advise. Assist. Advocate.**

# Effective CTE Advisory Committees advise.

- Examples:
  - Develop long- and short-term goals specific to Ag CTE program needs
  - Conduct annual program evaluations
  - Provide curriculum development and content advisement
    - Do graduates possess the skills necessary for community & area/regional employers?
    - Are graduates prepared for post secondary education?
    - Advice offered on content; not on teaching methods

# Effective CTE Advisory Committees assist.

- Could help the CTE instructor(s) and/or administrator carry out specific activities
- Examples:
  - judging competitive skill events (through FFA)
  - setting up a scholarship program
  - working to identify and arrange meaningful structured learning experiences (SLEs) for students in the program



# Effective CTE Advisory Committees advocate.



- Promotes the CTE program throughout the community
- Strives to improve the relationships between CTE educators, business/industry partners, and/or the community
- Examples of promotion or marketing:
  - talking to legislators
  - speaking for CTE at board meetings,
  - writing articles for local newspapers
  - obtaining media coverage for special events, etc.



Learning that works  
for New Jersey

# Implementation: Best Practices & Resources

# Advisory Committee Parameters

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- Size
  - 7-10 works best
  - Identify stakeholders of your program
  - Don't always select the “yes” person
- Terms of Service
  - Best—two-year terms, rotation of new members each year. Three-year terms also work well.
- Procedures
  - Terms of service, responsibilities, sub-committees, establishing Program of Work, guidelines for meetings (length, number), minutes
- Agenda and Minutes
  - Agenda mailed in advance; minutes mailed after meeting

# Membership



## Members

- Parents
- Academic Teachers and CTE teachers
- Administrators
- Faculty
- Career guidance and academic counselors
- Local business and industry representatives

## Considerations

- Demographics (gender & ethnicity) & Experience
- Parents of students who receive special services
- “Yes Woman/Man”?
- Whose voices and opinions carry weight in your school or community?
- Do prospective members have enough time to devote to the committee?

# Meetings

- Have an agenda and take meeting minutes
- Mail agenda out prior to meeting
- Schedule at a time convenient for members
- Provide refreshments
- **Student presentations**
- Facilities inspections/walkthroughs

# Resources:

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- Advisory Committee Handbook
  - [NJ OCTE Advisory Committee Handbook](#)
- Resources included:
  - Sample committee member invitation letter
  - Professional Learning Community agenda/meeting template
  - Self-evaluation tools
  - List of different committee activities

**Share Out!**  
**How Are You Using Your**  
**Ag. CTE Advisory Committee?**

# Summary

- Minimum 2 meetings are **REQUIRED**.
- Gives your program direction and evaluation
- Program Public Relations – possible to improve image
- Can help you get what you want/need for your program
- Partners for CTE program improvement.



# Moral of the story:

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## Advisory Committees...

You'll get out of them what  
you put into them.

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# Questions?

## Contact Info:

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## Thank You!