

# ADVISORY COMMITTEES

## Advisory Committees

### Introduction

Advisory committees are an integral part of each TCOVE ROP course. Because of them, courses are kept up-to-date, relevant, and designed to meet the needs of the business/industry community.

The Education Code, Title V and TCOVE ROP policy requires that each ROP course utilize an occupational advisory committee for the development and maintenance of the course. TCOVE policy requires them to meet a minimum of once a year.

The committee provides two-way communication, closer cooperation, and better understanding between the school and business and industry. It has no legislative or administrative authority, its purpose is to give advice and support.

A goal of TCOVE ROP is to develop and maintain a strong subject matter advisory committees. To that end, one or more of the following requirements are included in the Subject Matter Advisory Committee Policy\*:

1. A minimum of one (1) Advisory Committee meeting per fiscal year (July 1 - June 30) is required: however, teachers are encouraged to have additional meetings if needed. District TCOVE Resource Team members and the TCOVE ROP Director will be invited to attend all of these meetings.
2. A master file of all subject matter advisory committee agenda, minutes and occupational Advisory Committee Membership List/Involvement Checklist for each year will be retained by the TCOVE ROP Administration.
3. Courses which fail to meet the minimum requirement of this policy shall be placed on probation the following school year. An action plan to address the probation status will be devised and implemented by the district's

TCOVE ROP Resource Team member and the assigned instructor. If during the time of probation the meeting requirement is not met a recommendation will be made to the TCOVE ROP Governing Board that said course be removed from the district's approved course offering.

## Single Advisory Committee Meeting (District Responsibility)

The advisory committee policy states a minimum of one advisory committee meetings are required per year and contains additional requirements including the following:

1. An occupational advisory committee composed of at least five members must meet annually. The majority of the members must be from the business/industry representing the occupations for which the training in this program is provided.
2. The TCOVE ROP teacher will be responsible, along with the advisory committee chairperson, for developing the agenda and distributing it to all members of the committee. TCOVE ROP recommends that the agenda and any other appropriate materials be distributed two weeks prior to the meeting date.
3. The TCOVE ROP teacher has the responsibility of providing the TCOVE ROP Administration with the meeting agendas and minutes including a roster of all attendees and their affiliation, as well as other members who could not attend. These documents along with an Occupational Advisory Committee Membership List/Involvement Checklist should be routed to the TCOVE ROP Administration within 30 days of the meeting date.
4. TCOVE ROP strongly recommends that the two advisory committee meetings be held and spaced sufficiently apart from one another to allow new information and feedback for the committee. A recommended scenario is for one meeting in the fall and one in the spring, allowing several intervening months between meetings.

## Functions and Responsibilities Of Advisory Committees

Advisory committees work more effectively when they know what is expected of them. The following is a list of advisory committee responsibilities:

- Identify areas of change or expansion for the curriculum
- Assist with evaluation of the program
- Act as liaison between the community and the program
- Provide opportunity for community input
- Serve as resource people and identify available community resources
- Develop ways to promote the program
- Advise in the development of program objectives, course content and competencies
- Advise on facilities and equipment needs

### Utilization

The advisory committee is both a necessary and valuable tool in your program. The positive roles an advisory committee can play include the following:

- Validate and set parameters for your program
- Provide program oversight which assists in ensuring your program meets vocational standards and quality instruction
- Serve as a source for industry information such as current and future employment outlooks, and new and emerging occupations
- Help in developing good community relations
- Act as a positive political force with school boards and administrators
- Serve as community resource for speakers, field trip sites, and instructor in-services to support your program
- Provide insight into your program regarding instructional material, equipment, facilities, and student placement
- Assist in meeting the state mandated requirement as directed in the California State Plan for Vocational Education

### Advisory Committee Membership

In addition to employers, membership to your advisor committee should be extended to individuals such as student representatives, parents, district TCOVE ROP Resource Team member, TCOVE Director, and interested individuals. The total number of members should be somewhere between five and ten, with the majority from industry and hopefully with a balance that reflects the varied views and ethnic diversity of your community.

Individuals selected by you to be part of your advisory committee should possess the following:

- Successful, first-hand experience in your area of instruction
- understanding of various careers in your area
- willingness to devote time to committee activities
- energetic and enthusiastic attitude toward your program and career education in general
- a strong sense of responsibility, civic-mindedness, and cooperation with the various segments of the community

### In-servicing the Advisory Committee

Advisory committee members should gain considerable knowledge about the vocational programs at your school during their term of office. Information concerning decisions made by political entities affecting career education should be shared with advisory members as well. Become informed regarding current educational issues so that you are able to share information about the following:

- current and pending state and federal legislation that affects the career education program at your school
- actions and activities of the state board of education that impact career education
- special studies affecting the educational program of the school
- organization of the TCOVE ROP and how your program relates to both TCOVE ROP and your school district
- actions and activities of the school's general advisory council that impact career education

### Selection of a Committee Chairperson

A chairperson should be elected by the committee and be aware of their duties, including the following:

- establish meeting dates
- plan meetings with the assistance of the teacher
- plan committee activities and provide background information as needed
- maintain the necessary personal contacts with members and school personnel
- approve all announcements, notices, and other information sent to committee members
- preside over all meetings, lead discussions, and bring closure on key points of discussion

## Duties of the Teacher

Your duties regarding your advisory committee will vary, depending on the abilities and personalities of the members. Committee members may be reluctant to accept the responsibilities of chairperson. Lack of experience, time and ability are often cited as reasons for not accepting leadership. It is important for you to provide assurance and assistance as much as necessary. Your duties include:

- Selecting and/or replacing members to your committee and submitting the names to the administration for approval.
- Serving as secretary and general consultant to the committee; keeping attendance and a written record of the proceedings
- Assisting the chairperson in preparing the meeting agenda
- Insuring arrangements for a meeting place, comfortable seating, pencils, paper, and refreshments
- Sending a notice of your meeting and copies of the minutes to all members, your district TCOVE District Resource Team member, the school administration, and the TCOVE ROP Director
- Providing data for the committee as required, as well as clerical, mail, and telephone services as appropriate
- Seeking advice from your advisors regarding your program and activities to improve the quality of your instruction and benefits to the students.

## Organizational/Operational Support

Advisory committees are effective when there is a clearly stated organizational structure. Committee duties and purposes, lines of authority or responsibility, and relationships with the educational staff need to be clearly understood. The following points provide a comprehensive list of effective organizational practices:

### Membership

- Check to see that the qualifications of all potential lay members are reviewed by appropriate school official to ensure a good working committee
- Ensure that the advisory committee includes, if possible, a student and a graduate, and that it reflects the ethnic diversity of the community.
- Send a letter with the signature of the school's leading administrator, officially notifying each lay member of his or her appointment to the advisory committee
- Schedule the term of membership for a definite period, with provisions for a regular system of replacement with overlapping terms to avoid having all new members in any one year

- Keep committee roster current and updated

### Meeting Preparation

- Schedule advisory committee meetings at a time convenient for lay members to attend
- Send a reminder letter along with a preliminary agenda of the coming meeting to each member about three weeks before a scheduled meeting, and invite suggestions of topics to include on the agenda
- Provide lay members with maps of the campus, location of parking and meeting rooms, etc.
- Provide parking permits for advisory members to facilitate their attendance at school meetings
- Call each member to remind them just before the scheduled meeting
- Have coordinators attend all committee meetings on their particular programs
- Invite other instructors to sit in on committee meetings

### Meetings

- Hold meetings in a comfortable and quiet room, free from interruptions
- Provide refreshments at each committee meeting, if possible
- Establish and maintain a climate of informality at committee meetings, encouraging a full interchange of information
- Adhere to an organized time schedule
- Ask members for recommendations and comments for improving the effectiveness of the committee and its meetings
- Remember to listen more than speak

### Meeting Follow-up

- Ensure that the minutes are complete and maintain an available file of minutes of all past committee meetings at the meeting
- Mail a copy of the minutes of the committee meeting as soon after the meeting as possible to all persons involved
- Make prompt follow-up reports on recommended actions
- Mail a copy of the agenda, minutes and the Occupational Advisory Membership List/Involvement Checklist to the TCOVE ROP Administration

## Advisory Member Resources

- Telephone members when confirming facts or seeking advice
- Attend industry programs when invited by members
- Invite members to school functions such as graduation, open house, special exhibits, and career education events
- Work through committee members to arrange a guided tour of industrial facilities or school field trips
- Encourage instructors to visit and tour the facilities of industries to which their course relates

## Advisory Member Appreciation

- Encourage school administrators to reward the committee's efforts when particular goals have been achieved
- Put a nameplate on donated equipment showing the contributing member's name and firm
- Recognize the efforts of a member who contributes outstanding service to the program by sending a letter to the person's superior, a letter to his or her family, a letter of commendation to the person, or a release to the school and local newspapers, or by mentioning the service in a number of speeches.
- Arrange for a photograph of each of your advisory members and have them in an appropriate place within your classroom, preferably with a small bio on each member

## Questions You May Wish to Ask Yourself During and After the Meeting

Yes    No    Need to Check

Have Advisory Committee activities for your program developed community understanding and support?

---

---

Do Advisory Committee members understand what is expected of them?

---

---

Do committee members possess adequate knowledge of the philosophy and objectives of your program?

---

---

Are members provided information on developments in Career Education that affect your program?

---

---

Have members received sufficient orientation to your program to function effectively?

---

---

Is the committee given sufficient information and an opportunity to study and discuss the issues before making recommendations?

---

---

Does committee membership reflect varying or opposing viewpoints which should be taken into consideration?

---

---

Are committee members invited to attend district functions?

---

---

Are committee meetings conducted in an impartial, parliamentary manner to allow all members to express opinions and give information?

---

---

Is the importance of committee members' time recognized through keeping meetings on schedule and directed to the agenda?

---

---

Are committee members presented the facts and consulted when changes are made in your program?

---

---

Do committee members receive adequate advance notice of meetings and prompt reports of minutes?

---

---

Do committee members receive adequate advance notice of meetings and prompt reports of minutes?

---

---

Are committee members included based on their expertise?

---

---

Does the chairperson dominate or allow a member or TCOVE ROP representative to dominate meetings?

---

---

Are thank you letters, certificates, or other methods used to express appreciation for services?

---

---

Is there a reflection of positive support from administrators and teachers regarding the contribution advisory committees make to programs?

---

---

Has the advisory committee been appointed solely to meet the requirements of legislation?

---

---

## Sample Letter of Invitation

*School letterhead is recommended for your correspondence. Form letter wording and format should be changed periodically in order to avoid excessive duplication and to add professionalism. Invitations should be mailed 3-4 weeks before your meeting.*

August 5, 2000

Dear \_\_\_\_\_:

TCOVE ROP extends an invitation to you or your representative to participate as a member of the TCOVE ROP \_\_\_\_\_ Advisory Committee.

The main function of this Advisory Committee is to make recommendations for the improvement of the \_\_\_\_\_ program offered by this district and the TCOVE ROP. Because of your experience and knowledge, we know you can make a valuable contribution. We hope you will accept this invitation and help us work toward the continued success of our class.

Our meeting will be held on (day), (date, year) at (time) at (place with complete address). It will last no more than one hour.

I hope you will join us. I will call you in a few days to answer any questions you may have. Please keep this letter on file for reference.

Sincerely,

---

(Name)  
(Class) Instructor

Sample Meeting Notice/Agenda  
(Letterhead)

TO: TCOVE ROP Career Education Advisory Committee Members

FROM: Jane Smith, Instructor  
TCOVE ROP \_\_\_\_\_ Course

DATE: \_\_\_\_\_

SUBJECT: TCOVE ROP Advisory Committee Meeting

Date: (Day, Date)

Time: (Starting and Ending Time)

Place: (Place)  
(Address)

AGENDA

- I. Welcome and Statement of Purpose
- II. Introductions
- III. Approval of Minutes from Previous Minutes
- IV. Review of Course Outline and Competencies by Teacher
- V. Recommendations and Comments by Advisors
  - a. Validation of Competencies
  - b. Equipment
  - c. Labor Market
  - d. Facility
- VI. Articulation Report (if valid for course)
- VII. Special Agenda Items/Recommendations/Discussion
- VIII. Election of Chairperson (if needed)
- IX. Schedule of Next Meeting
- X. Adjournment

Thank you for agreeing to serve as a member of our advisory committee. You are helping to assure that TCOVE ROP continues to offer quality instruction to help meet the employment needs of today's business and industry.

RVSP by (Date) to (Name), (Phone)

## Sample Detailed Agenda

- I. Welcome and Statement of Purpose
  - A. Welcome advisory committee members
  - B. Note purpose of TCOVE ROP advisory committees is to advise teacher, district and county TCOVE ROP Administration about various elements of this program and to keep courses up-to-date, relevant, and geared to needs of business/industry.
  - C. Note that candid observations of committee are encouraged
  - D. Note that minutes will be compiled and used as part of the ROP course proposal process
  
- II. Introductions
  
- III. Approval of Minutes from Previous Meeting
  
- IV. Review of course Outline and Competencies by Teacher
  - A. Instructor recommended revisions
  - B. Are there important areas of training that should be added? Omitted?
  - C. Do hours of training for each unit of instruction seem reasonable?
  - D. Does the sequence of instruction seem appropriate?
  - E. Are all the minimum competencies or entry-level employment in the occupational field included?
  - F. Is the wording of the competencies appropriate?
  - G. Are the job attitude and job search competencies adequate?
  
- V. Recommendations and Comments by Advisors
  - A. Validation of Competencies
    1. Are different skills required?
    2. Is there a different level of knowledge required?
    3. Is the safety instruction adequate?
    4. Is the safety test appropriate?
  
  - B. Equipment
    1. Is there a need for new equipment? What amount?
    2. Is operation of new equipment necessary to obtain employment?
    3. Is there a need to replace old or outdated equipment?
  
  - C. Labor Market
    1. What are the major employment trends in the industry?
    2. Are there new or emerging occupations in this field?
    3. Are the educational requirements for employment in the field changing?
    4. Are there recent articles or publications that provide information about occupations in this field?
  
  - D. Facility
    1. Is the facility adequate for the training program?
    2. How could the facility be improved to meet the needs of the program?

- VI. Articulation
  - A. Is the course articulated; if yes, what does it mean?
  - B. If course is not articulated, why not? Future plans
  
- VII. Special Agenda Items/Discussion/Recommendations
  - A. Are there recommendations to improve student recruitment?
  - B. Does the committee have suggestions for new members?
  - C. Will members volunteer to speak to the ROP class or host a field trip?
  - D. Other
  
- VIII. Election of Chairperson
  - A. Do you have a candidate in mind?
  - B. If yes, have they agreed to a nomination?
  - C. Will the person considered be available for the chairmanship?
  
- IX. Schedule of Next Meeting
  - Set date, time of next meeting
  
- X. Adjournment
  - Thank advisory committee members for their time and advice

## Advisory Committee Meeting Minutes

Date: \_\_\_\_\_

Subject Area: \_\_\_\_\_

Teacher: \_\_\_\_\_

I. Welcome and Statement of Purpose

II. Introductions

Members Present:

Members Absent:

*(Please make sure all members have signed the attendance roster)*

III. Approve Minutes from Previous Meeting

IV. Review Course Outline and Competencies

V. Recommendations/Comments by Advisors

VI. Articulation Report (if valid for course)

VII. Special Agenda Items/Recommendations/Discussion

VIII. Election of the Chairperson (if needed)

IX. Schedule of Next Meeting

X. Adjournment

## Sample Thank You Letter

(Letterhead)

(DATE)

(NAME)  
(ADDRESS)  
(CITY)

Dear \_\_\_\_\_:

Thank you for serving on the TCOVE ROP \_\_\_\_\_ Career Education Advisory Committee. Your contributions and enthusiasm were most helpful and will assist us in improving our program.

It is a pleasure to have members from the business/industry community who are willing to contribute meaningful input and support to the occupational training programs offered by TCOVE ROP.

Enclosed are the minutes of the advisory committee meeting for your information.

Again, I want to thank you for your recommendations, time and effort in serving on this committee. I look forward to your continuing support.

If I may be of help to you or your business, please feel free to call.

Sincerely,

(NAME)  
(PHONE)

Enclosure

## OCCUPATIONAL ADVISORY COMMITTEE MEMBERSHIP LIST/ INVOLVEMENT CHECKLIST

Instructor: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Class Number: \_\_\_\_\_  
 District: \_\_\_\_\_ Location: \_\_\_\_\_

NOTE: An occupational advisory committee composed of at least five members must meet annually. The majority of the members must be from the business/industry representing the occupations for which the training in this program is provided.

MEMBERSHIP LIST (List the names, titles, and affiliations of the current school year committee members for this program.)

NAME	TITLE/OCCUPATION	AFFILIATION	ADDRESS/PHONE
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

INVOLVEMENT CHECKLIST (Check to indicate that the designed action has been completed.)

\_\_\_\_\_ The minutes of the \_\_\_\_\_ meeting are attached.  
Date

The committee has reviewed the following:

_____	_____
Course outline	Facility
_____	_____
Competencies list	Labor Market Information
_____	_____
Equipment requests	Safety Issues

THIS FORM MUST BE ATTACHED AS A COVER SHEET TO MINUTES