Make the CONNECTION to your Business Community
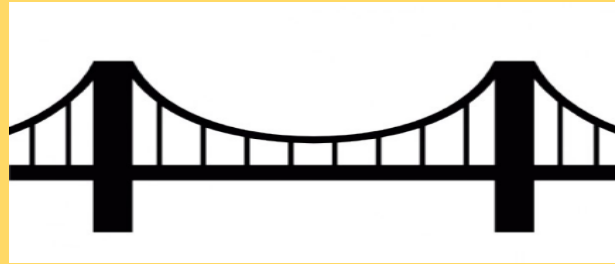
Would your **CTE program** benefit from:

- Increased community recognition and public relations

- Business/industry and organizational contacts

- Places to send students for work-based learning

- Donations of equipment and supplies

- Knowledge of current labor needs and expectations

- Assistance with special events and student organizations

- Employment opportunities for students and graduates

and more??

Roles of Local Advisory Committee

You <u>do not</u> have to start from Scratch !

⭐ **Advisory Council and Committee Handbook**

Office of Career and Technology Education

*Organization and membership   *Selecting members   *Committee roles

*Teacher responsibilities   *Chairperson responsibilities   *School Administrator responsibilities

*Suggested program of work   *Sample letter of invitation   *Sample agenda

*Sample minutes   *Sample plan of work

Q R M → Quality Review Measures

Developed by OCTE (Office of Career & Technology Education)

Purpose:

- establishing, maintaining, and evaluating (CATE) programs

- identify needed improvements & exceptional CATE programs

- ensure accountability for use of state and federal funds

Quality Review Measures for Career and Technology Education

CURRICULUM AND INSTRUCTION

To be completed by career and technology education teachers

SOUTH CAROLINA'S STRATEGIC PLAN FOR
CAREER AND TECHNOLOGY EDUCATION: TEN VISION THEMES

Accountability
To meet specific measures of performance at all levels.

Business Relationships
To develop a network of business relationships that promotes career awareness and marketable skills.

Curriculum
To develop and implement a relevant curriculum that uses current technology and instructional strategies.

Funding
To acquire the funds essential to achieve the vision.

Leadership
To provide an effective leadership program for career and technology education.

Marketing
To create awareness and to promote the value of career and technology education.

Professional Development
To provide effective professional development.

Recruitment
To develop and implement a system for recruiting and retaining quality educators and students.

Structural Change
To establish a structure that provides opportunities leading to student success.

Technology
To secure and effectively utilize world class technology.

Part 1: Applicable Measures

Directions: Indicate whether or not a measure has been completed by writing **C** ("completed") or **NC** ("not completed") in the blank.

D.1 _____ Career and technology education (CATE) course content and instruction shall be based on state curriculum standards. *(Accountability)*

D.2 _____ Advisory committees shall be established for each career cluster or CATE program to provide needed business/industry involvement. *(Business Relationships)*

D.3 _____ CATE course content and instruction shall be integrated with the core academic content and instruction students need to graduate. *(Curriculum)*

D.4 _____ Instructional materials and supplies shall be available for each student. *(Curriculum and Funding)*

D.5 _____ The equipment, hardware, or software on which CATE students are trained shall be comparable to that currently used in the workplace and shall be properly installed and fully operational. *(Curriculum, Funding, and Technology)*

D.6 _____ The instructional classroom/laboratory shall provide a favorable climate for learning and shall resemble the relevant workplace environment. *(Business Relationships and Structural Change)*

D.7 _____ Safety procedures and precautions for CATE students and programs shall be emphasized and reviewed annually. *(Accountability)*

D.8 _____ Career and technical student organizations (CTSOs) shall be an integral component of the CATE programs. *(Curriculum and Leadership)*

D.9 _____ Business and community partnerships shall be identified and used to enhance the quality of the instructional program. *(Curriculum and Business Relationships)*

D.10 _____ Students shall be instructed in employability skills and competencies. *(Curriculum)*

D.11 _____ CATE students shall be provided with opportunities for career-oriented work-based learning experiences. *(Business Relationships, Marketing and Recruitment)*

D.12 _____ Placement opportunities shall be identified for CATE program completers. *(Accountability and Business Relationships)*

Part 2: Evidence Supporting Each Measure

Directions: Put a check (✔) in the box if evidence is available to support the measure.

D.1 Standards-Based Instruction

- ☐ CATE courses/programs are taught to state-approved curriculum standards.
- ☐ Course syllabi and lesson plans reflect competency-based instructional techniques.
- ☐ Student achievement is based on demonstrated competence of relevant job tasks.
- ☐ Student progress is evaluated through an appropriate ongoing process.
- ☐ Technology applications are infused into the curriculum.
- ☐ State-recognized CATE programs with assigned CIP codes offer students the sequence of approved CATE courses needed to complete the program.
- ☐ The structure, duration, and scheduling of CATE courses are conducive to teaching students the identified CATE standards needed for a successful transition to postsecondary education, employment, or the military.
- ☐ The CATE course/program offers students an industry-approved curriculum that may lead to industry certification or a national/industry recognized credential.
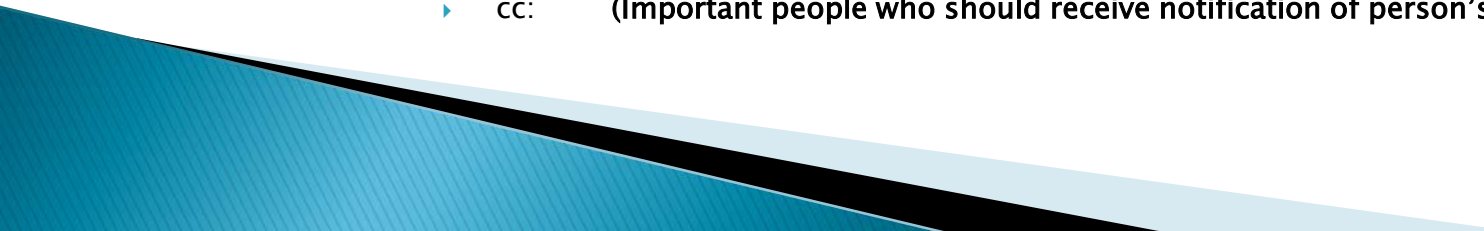
D.2 Local Advisory Committee

- ☐ Advisory committee members represent the local business community and are identified by name, address, position, and place of employment.
- ☐ The advisory committee meets with the CATE teacher(s) at least twice a year.
- ☐ Advisory committee meeting minutes are submitted to the principal/director for review and action.
- ☐ The advisory committee provides support for the curriculum and input for extended learning opportunities.
- ☐ The advisory committee provides input/recommendations regarding:
  - ☐ current job needs and workforce requirements
  - ☐ classroom-based equipment and technology
  - ☐ specific program improvements needed
  - ☐ placement and work-based learning opportunities
  - ☐ student performance indicators
  - ☐ other:_____

List improvements/changes that have occurred as a result of advisory committee input:

_____
_____
_____
_____

Sample Thank You Letter

- **(Send on School Letterhead)**

- Date

- Committee Member's Name
- Street
- City, Tennessee ZIP

- Dear (**Committee Member's Name**):

- Thank you for the time, talent, and expertise you have given to (CTE program name). You have made a difference through your dedication and continued support of (CTE program name) and (CTSO name). Your ideas, input, and enthusiasm were most helpful and have assisted us in making valid improvements to our program.

- **(Personalize this paragraph to include changes that have occurred related to your program through the assistance of the advisory committee).** The minutes from the last meeting are enclosed for your review.

- Again, our principal, (**Principal's Name**), and I thank you for your contributions, time, and efforts through serving on this committee.

- Sincerely,

- Teacher's Name
- Program Name

- Reference Initials
- cc: (Important people who should receive notification of person's contribution – employer)

Sample News Release

- *(Note: Your central office may have its own policies about who can send information to the media and the format of that information. The news release should be double-spaced. Newspapers do not use courtesy titles [Mr., Miss, Mrs.] or commas between the name and a suffix (Jr., Sr., III). End the release with ### or -30 - centered at the bottom.)*

- **For Immediate Release**

- For more information, contact (name) at (contact number)
- (This is the person the media should contact if more information is needed about the release.)

- (Fill in how many) representatives of area businesses, industries, and community agencies have been named to a committee that will provide input and recommendations to the career and technical (specify program) at (your school name).
- The Career and Technical Education Program Advisory Committee will provide advice and assistance to ensure that the program curriculum at (your school name) remains relevant by reflecting current technology and trends in the industry. The Committee reviewed the Business/Industry Certification standards for the program.
- "We will use recommendations by members of business, industry, and community agencies as part of our commitment to provide fresh approaches to instruction and emphasize new ideas and technology in the curriculum," said (your teacher, your principal, or your superintendent).
- Members of the career and technical education program advisory committee at (your school) are (list committee member(s) name(s) and employer/agency).
- For more information on the career and technical education program, contact (teacher's name).

Who Do Your STUDENTS Need On The Advisory Board?

- Parent (1)
- Student (1)
- Principal/Assistant Principal
- School Counselor
- Content Experts
- Academic Teacher
- Post Secondary Educators

What Do You Discuss In The Initial Meeting?

- Overview of Curriculum
- Discussion of Roles Partnership Team Could Play (Open Discussion)
  - Speaking to a group of students about some aspect of the course or their job.
  - Welcoming teachers and students to their offices, industry, or college to show their program, their equipment, etc.
  - Serving as mentors.
  - Talking about the field of study : its challenges, its rewards.
  - Offering advice on how to use specific equipment.
  - Enriching a unit or, if qualified, teaching one or two periods.
  - Evaluating students' oral presentations on some aspect of engineering.
  - Leading students through a project the engineer had to solve and showing the finished product.
- Discuss Partnership Team Makeup
  - Establish Team Leaders. Examples: Chairman, Vice Chairman, Recorder, ect.
- Feed Back From Partnership Team Members
  - What do you believe you could do to better our program?
  - Are you excited about the program?

How To Select Members

- Utilize students in you classrooms to make contacts
- Survey students to see where their parents work
- Invite community members in the classroom to observe student presentations
- Barber Shop/ Hair Salon
- ANY PLACE

Why Do Your STUDENTS Need An Advisory Board In Your CTE Classroom?

- Internships
- Externships
- Job Shadowing
- Speakers
- Funding
- Judging panels
- Advocates for your CTE Program

Benefits for STUDENTS

Hat Ladies provide funding for 1st place SKILLUSA students to attend National Competition

Initial contact was made at a luncheon the Hat Ladies have at the

Junk car donated to Automotive Department

Benefits Continued..............

During engineering week BOEING provided hands on experience for students.

Benefits Continued…………

INTERN PRESENTS SUMMER PROJECT

On October 11, 2011, Karl Noble, Garrett High School student and Barling Bay summer intern, presented his project to Barling Bay, senior staff and leadership and Ms. Janice Jolly, Charleston County School District(CCSD).

Noble researched Science, Technology, and Engineering and Math (STEM) efforts at the high school level in Charleston. During his presentation, he described programs being undertaken by the Charleston County School District and how he was directly benefiting from them. He explained that he learned about the intern opportunity at Barling Bay from Ms. Jolly, STEM Outreach Coordinator (CCSD).

Noble will be pursuing a degree in engineering upon graduation in 2012.

Karl Nobel presenting to staff and management at Barling Bay, LLC.

Robotics Team funded through advisory board member's company

Benefits Continued……………………..

Engineer serves a career speaker for the students

BAE SYSTEMS
INSPIRED WORK

Benefits Continued............................

Media Release

Hard work pays off for Garrett Academy of Technology senior

Charleston, SC — Hard work, dedication, and humility get noticed— just ask Michael Reynolds. The Charleston County School District senior attending the Garrett Academy of Technology will have earned an Associate's Degree by the time he graduates high school next year.

The 17-year-old takes classes at Trident Technical College in the afternoons and works at Bosch through the Trident Technical College Youth Apprenticeship program. He made such an impression on his instructors that he was hand-picked to introduce presidential candidate Hillary Clinton when she was in Charleston on a campaign stop to discuss the value of youth internships and apprenticeships.

"This is another example of how matching educational opportunities with the interests and strengths of a student has extraordinary outcomes," said Charity Summers, principal at Garrett. "Michael gives us a lot to be proud of and we look forward seeing everything he does in the next year and after he graduates."

David Roemer slides

Questions ?

Links 2016-17

Advisory Council and Committee Handbook Career and Technology Education State Department of Education

http://ed.sc.gov/scdoe/assets/File/instruction/cate/AdvisoryCCHandbookRevised%20December%202015.pdf

Career and Technology Education webpage State Department of Education

http://ed.sc.gov/instruction/career-and-technology-education/

Kathy Bradford

Lowcountry Regional Career Specialist

Beaufort, Colleton, Hampton 1, Hampton 2, Jasper School Districts

Katherine. Bradford@beaufort.k12.sc.us

Milton Howard

Assistant Principal

Whale Branch Early College High School

Beaufort School District

Milton.Howard@beaufort.k12.sc.us