

## **CAREER TECHNICAL EDUCATION TECHNICAL ADVISORY COMMITTEES**

A Technical Advisory committee is a group of participants that aids in improving and strengthening their programs:

- curriculum
- delivery and scheduling
- instruction
- facilities
- equipment and supplies
- student services
- fund raising and donations

Additionally, the Advisory Committee helps with the following:

- bringing expertise to the classroom
- raising awareness of the program
- assisting with marketing, outreach and recruitment of the program
- identifying job placement and internship/externship opportunities
- fostering relationships with other organizations
- identifying potential instructors
- evaluating the program effectiveness

A Technical Advisory Committee is an effective way to help connect colleges to their environments and the industries they serve. The committee serves to improve communication and interaction of the program instructors and students with the work-world by helping to provide insights, expertise, connections, and access to valuable resources, job market assistance and public relations.

Since a Career Technical Education (CTE) Technical Advisory committee provides direct linkages between faculty and administrators with representatives from business, industry, and labor, the committee must be greatly concerned with the education and training of CTE students and the competencies required by

employers. As a result, the committee provides leadership in the following areas: professional development, curriculum development, and partnership development. Thus, it is responsive to recognized industry standards.

### **Committee Structure**

Committee needs are different; therefore, finding a structure will depend on a variety of factors. A committee structure usually consists of a committee chair or facilitator to run the meeting, college staff (faculty, instructional assistants, administrators), a student or graduate of the program or both, business and industry members, professional organization representatives, union representatives if applicable, members of licensing agencies and, most importantly, those who hire successful completers of the programs.

Obtaining the appropriate committee structure helps in adjusting to changing conditions and the needs of the businesses and community it serves. Members should come from differing backgrounds and provide broad perspectives that meet the educational needs of entry level employees and incumbent workers entering a new occupation. No more than one-third of the membership should be made up of adjunct faculty who are working in the field. The business-industry members should always be the majority of the membership.

The committee's membership list should include: names, professional affiliations, position titles, addresses, contact phone numbers, e-mail addresses, and if the member is a representative of labor or management. Labor must be represented.

Since the primary function of the committee is to certify that CTE students are receiving training based upon the current competencies required by employers, CTE programs must have a Technical Advisory Committee that meets at least twice per year. An active committee usually meets three or more times each year and may have project task groups, special event planning and other reasons to meet.

A secondary function of the advisory committee is to support the Biennial Review of CTE programs. California Education Code Section 78016 states:

- (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:
- (1) Meets a documented labor market demand.
  - (2) Does not represent unnecessary duplication of other manpower training programs in the area.
  - (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.
- (b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.
- (c) The review process required by this section shall include the review and comments by the local Private Industry Council (i.e. Workforce Investment Board) established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.
- (d) This section shall apply to each program commenced subsequent to July 28, 1983.
- (e) A written summary of the findings of each review shall be made available to the public

### **Requirements**

Sign-in rosters and minutes are kept on file for audits or inspections by the Carl-Perkins-VTEA, Title V, WASC (Western Association of Schools and Colleges) and the CCCCCO (State Community Colleges Chancellor's Office).