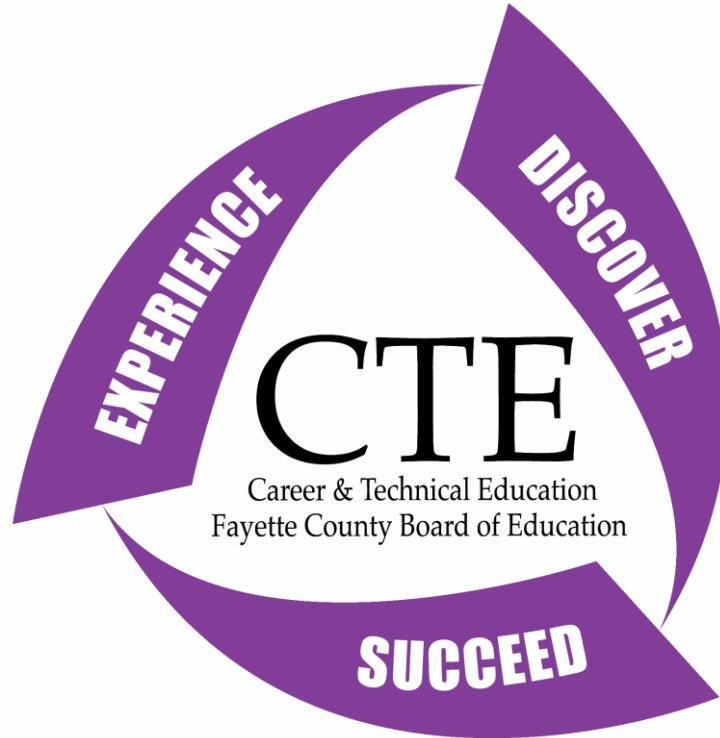


**FAYETTE COUNTY SCHOOL SYSTEM**  
**CAREER, TECHNICAL, AND AGRICULTURAL**  
**EDUCATION**

**ADVISORY COUNCIL HANDBOOK**



**FAYETTE COUNTY SCHOOLS CTAE**  
**440 HOOD AVENUE**  
**FAYETTEVILLE, GA 30214**  
**(770) 716-1209 EXT. 229**

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## **INTRODUCTION**

The Fayette County School System recognizes the value and importance of receiving business and industry input. Our goal is for each Career, Technical, and Agricultural Education (CTAE) program to have a successful and functioning advisory council that will operate in accordance with the Fayette County CTAE Advisory Council Handbook.

## **TYPES OF ADVISORY COUNCILS**

### **GENERAL ADVISORY COUNCILS**

The purpose of this single overall council is to assist the local school district in its effort to coordinate all career and technical programs. The concerns of the general council are more global and address such matters as community labor demand in general occupational areas as well as specific occupations.

The general council recommends new course offerings which should be provided in addition to the existing program offerings. The general council uses the findings and recommendations of the program councils in their deliberations. The general advisory council usually makes recommendations to the local school administration based on identified unmet needs. Administrators may pass the recommendations on to the local board of education. This council may consist of program advisory council members, other interested parties representing the community, or any combination of these two groups.

### **PROGRAM ADVISORY COUNCILS**

The purpose of the program advisory council is to assist the local school administration, board, and instructors in their efforts to plan, develop, evaluate, and keep a single career and technical program up-to-date with business and industry standards. In the case of single program areas, middle and high schools are encouraged to either share an advisory council for the program sequence or include representatives from middle school, secondary and postsecondary instructional levels on the council.

## **PURPOSE & INDUSTRY CERTIFICATION**

### **PRIMARY PURPOSE**

Advisory councils create partnerships between CTAE programs and businesses and industries in the communities they serve. Advisory Council members provide support and advice to the CTAE programs in an effort to assist in producing graduates prepared to enter post-secondary training and/or the workforce.

CTAE advisory councils have three major roles. They advise the administration, assist program staff, and provide support and advocacy for quality education and training. Working cooperatively with program administrators and teachers, advisory councils can significantly strengthen and improve CTAE programs in Fayette County.

The functions of CTAE Advisory Councils are to:

- Encourage high school students to pursue careers/education after graduation.
- Provide the means to ensure that the curriculum is relevant to business and industry.
- Create partnerships between programs and industry.
- Promote public awareness of career and technical education programs.

Since they are “advisory” by design, these councils do not have legislative, legal or administrative authority. The federal legislation that funds CTAE is the Perkins Vocational and Technical Education Act. This legislation fully supports CTAE Advisory Councils.

### **INDUSTRY CERTIFICATION**

Each industry certified program area is mandated by specific industry requirements to work with an advisory council. The council makeup and function will reflect the appropriate program requirements dictated by industry certification standards.

Industry certification standards may necessitate additional requirements for a specific CTAE program area. Always check industry certification standards for advisory councils and cross reference them with Fayette County’s CTAE Advisory Council requirements. Fayette County requires:

- Minimum of 2 annual advisory council meetings
- Detailed agenda and minutes
- Sign in sheet for attendance

## **EXPECTATIONS & MEMBER RESPONSIBILITIES**

CTAE advisory councils are groups of employers, community and school representatives who advise educators on the design, development, operation, evaluation, and revision of CTAE programs.

### **CTAE ADVISORY COUNCILS:**

- Should meet at least two times per year for a minimum of one hour unless otherwise specified.
- Provide information to update, modify, expand, and improve the quality of CTAE programs.
- Assist and communicate long-term goals and objectives of the CTAE programs to students, parents, employers, and the community.
- Identify and validate academic and occupational competencies and determine priorities.
- Advise on current and long-range labor market trends.
- Identify and assess community resources to support the instructional program.
- Conduct occupational/community surveys related to the CTAE needs of the community.
- Support and strengthen the partnerships between business, labor, community, and education.
- Make recommendations that will strengthen and provide assistance in implementing these recommendations.
- Assist in finding on-the-job and full-time placement of students.

### **MEMBER PARTNER RESPONSIBILITIES:**

- Attend meetings or resign if it becomes impossible to attend. Resignations should be in writing or electronically submitted to the council chairperson.
- Suggest agenda items.
- Provide information and recommendations for CTAE program improvement.
- Participate in discussions, activities, and deliberation of CTAE program issues.
- Maintain objectivity.
- Represent the council at official functions and meetings.
- Respect the opinion of others.

### **TEACHER RESPONSIBILITIES:**

- Identify and submit committee member names for CTAE Coordinator approval.
- Coordinate meetings: facilities, meeting announcements, and supplies
- Act as chairperson at initial meeting.
- Develop meeting agenda with chairperson.
- Serve as secretary:
  - Record and distribute minutes to chairperson
  - Provide refreshments and “thank you” for council members.

### **CTAE DEPARTMENT CHAIR &/OR CTAE AP RESPONSIBILITIES:**

- Review and approve slate of Advisory Council members.
- Meet with General and Program Advisory Councils when schedule permits.
- Determine procedure for submitting Program Advisory Council recommendations.
- Respond to all Program Advisory Council recommendations with consultation of CTAE AP.
- Provide resources to make Program Advisory Council meetings productive.

**CTAE COORDINATOR RESPONSIBILITIES:**

- Review and approve slate of General Advisory Council members.
- Meet with General and Program Advisory Councils when schedule permits.
- Determine procedure for submitting General Advisory Council recommendations.
- Respond to all General Advisory Council recommendations with consultation of Assistant Superintendent of Student Achievement.
- Provide resources to make General Advisory Council meetings productive.

**OFFICER RESPONSIBILITIES:**

Each advisory council will consist of these officers: chairperson, vice-chairperson and secretary. The function of the chair is to provide leadership at all meetings. The chairperson is elected from the council's membership who is a representative of business, industry, or labor. This person should not be a school or college employee.

**CHAIRPERSON RESPONSIBILITIES:**

- Work with coordinator/teacher to plan meetings and agenda.
- Preside over council meetings.
- Provide leadership during meetings.
- Keep attention focused on agenda.
- Encourage members to participate.
- Represent council at official functions.

**VICE-CHAIRPERSON RESPONSIBILITIES:**

- Serve in the absence of the chair

**SECRETARY RESPONSIBILITIES:**

- Will prepare meeting agendas and will provide timely submission of meeting agendas to the advisory council.
- Will record the minutes of meetings and will provide timely submission of minutes to the advisory council.
- Will forward any correspondence of interest to the advisory council and community.

## **CTAE ADVISORY COUNCIL ACTIVITIES**

### **COMPLIANCE REVIEW**

- Review and recommend program's vision, mission, goals and objectives.
- Participate in program evaluation and accreditation.
- Compare student performance standards to business/industry standards.
- Review program improvement plan from most recent compliance review and document progress made.
- Access, recommend, and/or provide equipment and facilities.
- Evaluate the quality and quantity of graduates and job placement.
- Conduct community and occupational survey.
- Identify new and emerging occupations.
- Recommend new programs or recommend the elimination of obsolete programs.
- Participate in long term planning.

### **CURRICULUM AND INSTRUCTION**

- Identify and expand the use of new technologies.
- Compare content with competencies and tasks.
- Analyze course content and sequence.
- Advise about labor market needs and trends.
- Recommend safety policies and procedures.
- Identify employability skills including academic and soft skills needed in the workplace.

### **PROFESSIONAL DEVELOPMENT**

- Provide in-service activities for instructors.
- Provide instructors with retraining/back-to-industry and summer opportunities for technical upgrading.
- Review professional development plans.
- Support staff attendance at conference.
- Conduct workplace tours.

### **RECRUITMENT AND JOB PLACEMENT**

- Notify instructors of job openings.
- Provide cooperative work experiences, internship/externship, work/study, or work-based learning opportunities for students.
- Assist with career day/job fairs.
- Interview graduates/program completers.
- Assist students in developing resumes and interviewing skills.

### **STUDENT ORGANIZATIONS**

- Promote Career Technical Student Organization events.
- Assist in developing and judging competitive skill events.
- Sponsor student organization activities and assist in fundraising.
- Assist students with career development.
- Evaluate student portfolios.

## **COMMUNITY/PUBLIC RELATIONS**

- Interpret the CTAE program to employers, community, and the media.
- Present programs to community groups.
- Establish programs to recognize outstanding students, teachers, and community leaders.
- Promote special school events.
- Assist in developing a marketing plan.

## **RESOURCES**

- Assist in budget development and review.
- Assist with fundraising activities or donations.
- Establish scholarships and awards.
- Provide tours, field trips, job shadowing experiences, and/or speakers.
- Leverage community resources and broker community partnerships.

## **LEGISLATION**

- Advocate for programs with legislators.
- Arrange tours of programs with legislators.
- Involve legislators in program events.
- Update programs on legislative actions.



## **PROGRAM OF WORK**

A program of work (POW) is an annual plan of work that helps make the operation of the advisory committee efficient and effective. The POW is a guide for activities the committee will undertake to assist the general or program specific CTAE program.

Before a committee can plan a POW, members must be familiar with the program's curriculum, goals, and objectives. With this basis of understanding, the committee first reviews the program to identify areas that deserve consideration and then plans approaches to solutions.

Usually, a POW is prepared annually by an ad hoc subcommittee; however, the POW should never become cumbersome. In the General Advisory Council, the CTAE Coordinator is responsible for making recommendations, or making third party recommendations, known to the council. In the case of a program advisory council, the instructional staff along with the CTAE Department Chair and/or CTAE AP is responsible for recommending efficient operating procedures to the council concerning the development of the POW.

## **COORDINATING MEETINGS SYSTEM WIDE**

Two scheduled meetings will be held throughout the year. Suggested times for meetings are Fall (September/October) and Spring (March/April). Additional meeting dates can be added as needed. The CTAE Advisory Council Planning Calendar located in the Appendix will serve as a guide for scheduling council activities.

## **GUIDELINES FOR COMMUNICATION**

**Written sources:** Contact the local newspapers through Fayette County Board of Education Public Relations Department.

**Television Source:** The Fayette County Board of Education has a local cable channel that televises schedules of activities, as well as student and teacher accomplishments. Contact the Public Relations Department, to have activities included.

**Electronic Sources:** The Fayette County Board of Education's CTAE website contains a wealth of information about the activities concerning CTAE programs, students, and teachers.

## **TIPS FOR SUCCESSFUL ADVISORY COUNCILS**

**FOCUS ON WHAT IS BEST FOR STUDENTS**

**RESPECT THE OPINIONS OF OTHERS**

**MAINTAIN OBJECTIVITY**

**BE COMMITTED**

### **ESTABLISH MEETING NORMS**

- Poll members to determine the most convenient meeting time.
- Members should receive communications through e-mails.
- One month prior to the meeting develop a “rough” agenda and consult with the chairperson for input.
- E-mail reminder announcements of meetings three weeks in advance and include a copy of the minutes from the previous meeting. Also include a draft agenda and seek agenda input for members.
- E-mail final agenda 1 week prior to the meeting. Call or e-mail members the day before the meeting to ascertain if they are attending the upcoming meeting.
- Disseminate typed minutes within two weeks after meetings.
- Ensure that meetings do not last more than 90 minutes. Shorten meetings that begin to run long by saving remaining business for the next meeting, scheduling an interim meeting, or appointing a subcommittee to handle a complex issue or by taking care of some items via e-mail.
- Facilitate rather than dominate. Ensure that meetings are a forum for input and not simply reporting information.
- Foster direct communication between those giving advice and those using it; act as the recorder, not as the chairperson.
- Follow up on recommendations from Program Advisory Council members with your CTAE Department Chair and CTAE AP, and communicate the results to council members. This enhances members’ sense of importance.
- Encourage members to visit the school’s CTAE programs and/or invite students to a meeting for an open question-and-answer session with members.
- Avoid asking members to complete work that can be handled by school staff.
- Keep members informed of current and pending legislation affecting CTAE.
- At each meeting provide members with current council rosters. Keep rosters revised and current.
- Replace in-active members.
- If issues that require immediate attention arise, meet individually or with at least two or three members at a time.
- Keep the council active. Continually solicit, consider, and use its advice.
- Publicly recognize Program Advisory Council members, not only through certificates and letters, but through Board of Education recognitions, introductions at public events, newsletter publications, etc.
- Inform members of goals and objectives each year.
- Meet often enough to establish working relationships and accomplish program of work.

# **APPENDIX**

## SAMPLE ADVISORY COUNCIL MEETING CHECKLIST

Pre-Meeting		Yes	No
<b>1.</b>	<b>One month before the next scheduled advisory council meeting work with the Advisory Council Chairperson to complete the following:</b>		
	a. Verify a meeting date, time, and place.		
	b. Check room availability.		
	c. Develop a meeting agenda.		
<b>2.</b>	<b>Three weeks before the meeting E-mail notice about the meeting.</b>		
	a. Include a copy of the minutes from the previous meeting.		
	b. Also include a draft agenda and seek agenda input from members.		
<b>3.</b>	<b>One week before the meeting:</b>		
	a. E-mail a reminder notice of the meeting		
	b. Include a final copy of the agenda for the upcoming meeting.		
<b>4.</b>	<b>The day before the meeting:</b>		
	a. Call or email advisory council members.		
	b. Remind them of the meeting and ascertain if they will be attending the meeting.		

Meeting		Yes	No
<b>1.</b>	<b>At the start of each Advisory Council meeting complete the checklist below and then file with the meeting minutes.</b>		
	a. Provide members with a current council roster		
	b. Ensure that minutes are being taken. The person is:		
	c. Discuss the Program of Work which is reflected in the minutes. Document progress.		
	d. Discuss the Program objectives, requirements, electives, equipment, laboratory management, and physical facilities.		
	e. Verify that any comments/recommendations are in the minutes.		
	g. Announce the date for the next meeting (meetings are held each Fall (September/October) and each Spring (March/April). Annotate calendar for the next meeting date and for the one month before the next meeting.		

Post-Meeting		Yes	No
<b>1.</b>	<b>After the Advisory Council meeting, ensure the following actions are completed in a timely manner.</b>		
	E-mail thank you letter and draft to council members within 2 weeks of meeting. <b>Date Completed:</b>		
	All action items from the meeting have been addressed. <b>Date Completed:</b>		
	Upload the following documents to the appropriate CTAE Google Folder. <b>Date Completed:</b>		
	a. agenda		
	b. meeting minutes		
	c. program advisors council checklist		
	d. handouts from advisory council meeting		
	e. updated current advisory council.		

## SAMPLE NOMINATION FORM

Nominee	
Title/Organization	
Daytime Phone	
Email Address	

Nominated By	
Title/Organization	
Daytime Phone	
Email Address	

**\*\*Please confirm interest of nominee prior to placing his/her name into nomination. \*\***

Comments	
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Signature	Date
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**SAMPLE ADVISORY COUNCIL MEMBERSHIP INVITATION LETTER**  
**(Revise, copy, cut and paste onto a school or department letter head)**

**FAYETTE COUNTY PUBLIC SCHOOLS**  
**CAREER TECHNICAL AND AGRICULTURAL EDUCATION (CTAE) ADVISORY COUNCIL**  
**205 LAFAYETTE AVENUE**  
**FAYETTEVILLE, GA 30214**

**LISA COLLINS**  
**CTAE & YOUTH APPRENTICESHIP**  
**COORDINATOR**  
770-460-3990 ext. 170  
collins.lisa@mail.fcboe.org

**LAKISHA BONNER**  
**WORK-BASED LEARNING &**  
**YOUTH APPRENTICESHIP SPECIALIST**  
770-460-3990 ext. 156  
bonner.lakisha@mail.fcboe.org

August 15, 2014

Today's rapidly changing society and work place requires that educational programs within our schools work closely with local industry and post-secondary institutions to provide high quality, state-of-the-art Career and Technical training. Advisory councils are organized to provide advice and assistance to school administrators and instructors.

It is a pleasure to invite you to serve on the advisory council for Fayette County. You were recommended for this council because of your industry experience, interest in workforce development, and a strong desire to continuing building school to community relationships. By accepting this invitation, you will play an integral part in shaping Career, Technical and Agricultural program development in the Fayette County School System.

Your willingness to help the school maintain, enhance, and expand the programs we offer the students in Fayette County is greatly appreciated. As an advisory committee member you would commit to meet for a minimum of two meetings per year and a minimum term of one year.

Our first meeting is scheduled for September 25, 2014. The meeting will be held from 3:30PM until 5:00PM at the Fayette Chamber of Commerce's Meeting Place in the Waterfall Complex located at 600 West Lanier Avenue in Fayetteville.

Topics on the agenda to be addressed include the following:

- Advisory Council Roles & Responsibilities
- Overview of CTAE in Fayette County
- CTAE Yearly Goals
- Classroom Support
- Job Shadowing/Internship
- Non-Traditional Participation

Please respond with your acceptance or your regrets to serve on the Advisory Council to Karen Powell, [powell.karen@mail.fcboe.org](mailto:powell.karen@mail.fcboe.org), no later than Tuesday, August 26. We look forward to meeting with you on September 25<sup>th</sup>.

Sincerely,

*Lisa Collins*  
CTAE & Youth Apprenticeship Coordinator

*Lakisha Bonner*  
Work-Based Learning & Youth Apprenticeship Specialist

## SAMPLE ADVISORY COUNCIL MEMBER INFORMATION SHEET

<b>Name / Title</b>	
<b>Name of Organization</b>	
<b>Organization/Industry</b>	(i.e. Transportation, Web Design, Hospitality)
Address	
Primary Contact Number	
Email Address	

**Preferred Meeting Day / Time** *(circle all that apply)*

Monday		3:30-5:00pm
Tuesday	7:30-9:00am	3:30-5:00pm
Wednesday	7:30-9:00am	3:30-5:00pm
Thursday	7:30-9:00am	3:30-5:00pm
Friday	7:30-9:00am	

**Please mark the appropriate response :**

**Please check any areas in which you might assist:**

**Ethnicity:**

- Asian, Filipino, Pacific Islander
- Black, Non-Hispanic
- Hispanic
- American Indian, Alaska Native
- American Indian, Alaska Native
- White, Non-Hispanic
- Other, including unknown

**Gender:**

- Male
- Female

**Sector Representing:**

- Business
- Labor
- Government
- Industry
- General/Academic Education
- CTAE Education
- Guidance/Counseling
- Instructional Support
- Student Partner

- Provide a tour of your business
- Be a guest speaker
- Provide job shadowing opportunity for students
- Provide internships opportunity for student.
- Provide apprenticeships opportunity for students
- Provide student scholarships
- Participate in career and job fairs
- Donate equipment, money and/or supplies to CTAE program(s)
- Provide professional development faculty/staff
- Provide job shadowing opportunity for teachers
- Serve as competitive event judge
- Assist in job market surveys
- Recruit additional quality advisory committee members
- Provide job market and or career information
- Review curriculum and courses being taught
- Visit the program periodically to observe classroom instruction
- Provide technical assistance
- Provide advice regarding equipment purchases
- Other \_\_\_\_\_

## **SAMPLE MEETING NOTICE**

**(Revise, copy, cut and paste onto school or department letter head)**

[DATE]

[NAME/ADDRESS]

Dear [NAME]:

Our next [NAME OF ADVISORY COUNCIL] Council meeting is scheduled for [DATE]. The meeting will be held from [START TIME AND END TIME] in the [NAME OF MEETING ROOM] on the [CAMPUS NAME] Campus. Attached are the previous meeting minutes and a draft for the upcoming meeting. Please let me know by [DEADLINE DATE] if there are specific business items you would like placed on the agenda.

The Fayette County Board of Education is committed to providing a quality [NAME OF PROGRAM] Program. The partnership between business, industry, and education has never been more important.

I hope that your schedule will permit you to attend. A map is attached for your convenience. Please RSVP by selecting the appropriate voting button at the top of the e-mail so that we may plan accordingly. I look forward to seeing you soon.

Sincerely,

Your name  
Job Title



# SAMPLE MEETING AGENDA & MEETING MINUTES

[PROGRAM] CTAE Advisory Council

- 1) Call to Order – Chairperson
- 2) Roll Call – Secretary
- 3) Unfinished Business – Chairperson
- 4) New Agenda Topic – Presenter
- 5) New Agenda Topic – Presenter
- 6) New Agenda Topic – Presenter
- 7) Schedule (*date, time & location*) of Next Meeting & Adjournment – Chairperson

<b>MINUTES</b>		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Chairperson</b>		
<b>Secretary</b>		
<b>Attendees</b>		
<b>AGENDA TOPICS</b>		
Topic	Presenter	Overview
<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
ACTION ITEMS/MOTIONS	PERSON RESPONSIBLE	DEADLINE

## SAMPLE THANK YOU LETTER AND DRAFT MINUTES

[DATE]  
[NAME AND  
ADDRESS]

Dear [NAME]:

On behalf of [Name of School], thank you for attending our [NAME OF ADVISORY COUNCIL] meeting on [DATE OF LAST MEETING]. Attached is a copy of the draft minutes from the meeting. If you have any comments or corrections, please let me know by \_\_\_\_\_[DATE] .

This Advisory Council plays a vital role in shaping the direction of the [NAME OF PROGRAM] program at [Name of School] and your participation and commitment is invaluable. Please know that recommendations made by the Council will be reviewed and consideration will be given to implementing the recommendations in our school.

Again, thank you for your contribution. We look forward to working with you and seeing you at our next council meeting, which will be held in the [time of year; fall, winter or spring] [LIST SPECIFIC DATE IF AVAILABLE].

Sincerely,

Your name  
Job Title

## **SAMPLE MEETING REMINDER**

[DATE]  
[NAME AND  
ADDRESS]

Dear [NAME]:

This is a friendly reminder about the [Name of Advisory Council] meeting that will take place next [Date:] at [Time:] at [Location:]. Hope to see you there!

Sincerely,

Your name  
Job Title



## SAMPLE PLANNING CALENDAR

### School Year 2014-2015

<b>Activity</b>	<b>Fall</b>	<b>Spring</b>
Meeting Date	September	March/April
Scheduled Meeting	X	X
Orientation of new members	X	
Election of Officers	X - 2014-15	X - 2015-16
Establish Yearly Goals	X	
Student Recognition		X
Recommendation for New Members		X
Identify Issues for Next Year		X
Evaluation of Committee Effectiveness		X
Identify/schedule Classroom Speakers	X	X
Identify/Schedule Field Trips	X	X
Curriculum Review	X	X
Assist in Developing/Judging Skills Contests	X	X
Job Shadowing/Internship	X	X
Teacher Professional Development		X
Nontraditional Participation Recruitment	X	X

**SAMPLE PROGRAM OF WORK**

[SCHOOL(S) NAME]

[CTAE PROGRAM TITLE]

**ADVISORY COMMITTEE**

**ANNUAL PROGRAM OF WORK**

**August 1, 2014 - June 30, 2015**

<b>OBJECTIVES</b>	<b>ACTIVITY</b>	<b>WHO</b>	<b>WHEN</b>
1. Organize council to function on a continuing basis	a. Develop and implement organizational procedures; elect chairperson, vice-chair and secretary b. Develop and implement FY__ program of work (POW) c. Document progress in POW	All	Fall
2. Review and recommend program's vision, mission, goals and objectives	a. Review the vision, mission, and values of the school system b. Review the vision, mission and values of business and industry partners c. Recommend the vision, mission, goals and objectives of the CTAE program based collaboratively with those of the school system and business/industry partners	All	Fall
3. Participate in program compliance review	a. Review program improvement plan using the most recent compliance review b. Document progress made; report to the Central Office	All	Review Occurs
4. Ensure that curriculum reflects industry standards/needs	a. Identify and expand the use of new technologies b. Identify employability skills including academic and soft skills needed in the workplace c. Advise on labor market needs and trends	All	Ongoing

5. Participate in Professional Development	<ul style="list-style-type: none"> <li>a. Provide teachers with job shadowing/intern opportunities</li> <li>b. Attend GACTE</li> </ul>	<ul style="list-style-type: none"> <li>Industry Partners</li> <li>CTAE Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Summer</li> <li>Summer</li> </ul>
6. Prepare students for recruitment and job placement	<ul style="list-style-type: none"> <li>a. Assist with MS &amp; Elementary Career Days</li> <li>b. Assist student in developing resumes and interviewing skills</li> </ul>	All	Ongoing
7. Promote Career Technical Student Organizations (CTSO)	<ul style="list-style-type: none"> <li>a. Assist in developing and judging competitive skill events</li> </ul>	All	Ongoing
8. Promote CTAE program area to community	<ul style="list-style-type: none"> <li>a. Submit advisory council info for e-newsletters, newspaper articles, and educational channels</li> <li>b. Establish programs to recognize outstanding students, teachers &amp; community leaders</li> </ul>	All	Spring
9. Provide resources for CTAE program	<ul style="list-style-type: none"> <li>a. Provide tours, field trips, job shadowing experiences, and/or speakers</li> </ul>	All	Ongoing
10. Stay abreast of legislative issues that impact the CTAE program area	<ul style="list-style-type: none"> <li>a. Update members on legislative actions impacting the CTAE program</li> </ul>	CTAE Supervisor	Ongoing
11. Committee evaluation of program	<ul style="list-style-type: none"> <li>a. Assess program effectiveness, review latest pathway enrollment and completion data and end of pathway assessment data</li> <li>b. Complete online annual evaluation of the CTAE program area</li> </ul>	All	Fall

**NOTE: Documentation of Activity (items listed in “Activity” column) progress MUST be recorded in Advisory Committee minutes to show that these items have been addressed. An open file of minutes and other necessary Advisory Committee documents will be maintained for a minimum of five years.**

## SAMPLE PROGRAM ADVISORY COUNCIL EVALUATION

Membership is comprised of representatives from business and industry, parents, students, and educators. A chairperson, vice-chairperson and secretary comprised the officers of the council. A business or industry member shall serve as chairperson.

	Yes	No
The council has held a minimum of 2 meetings.		
The council membership is diverse in gender and ethnicity, and is composed of individuals who represent a broad cross-section of the occupational area; including labor, supervisors, managers, parents, and students.		
The council meeting minutes are maintained as a permanent record and distributed to the council membership.		
An agenda is developed jointly by the council membership and distributed in advance of the meeting.		
Council members are notified of meeting dates in a timely manner.		
The purpose of the council is clearly stated and understood by the members.		
Council members are informed of school policy in relation to the purpose of the council.		
Teachers and administrators are in attendance at council meetings.		
Council members are recognized for their service.		
Council members have reviewed the current program curricula to determine if projected employment needs of business and industry are being met.		
The council actively promotes and publicizes the program.		
The council develops an annual program of work action plan.		
The council annually assesses the impact of council recommendations and actions.		
The council annually reviews data from the program, including student pathway completion data, core indicator data, EOPA data, etc....		
The CTAE supervisor is in attendance at council meetings		



## **NON-DISCRIMINATION NOTICE**

The Fayette County School system offers Career and Technical Education Programs for all students in grades 9-12 regardless of race, color, religion, sex, disability, or national origin including those with limited English proficiency. These programs are designed to prepare youth to be college and career ready and are offered under the guidance of certified teachers. The following is a list of the career clusters being offered this year.

Arts, Audio-Video Technology and Communications  
Architecture and Construction  
Business Management & Administration  
Education and Training  
Finance  
Health Science  
Human Services  
Information Technology  
Transportation, Distribution & Logistics  
Marketing  
Science, Technology, Engineering & Mathematics

Persons seeking further information concerning the Career and Technical Education offerings and specific pre-requisite criteria should contact:

Mrs. Lisa Collins  
Coordinator for Career and Technical Education and Youth Apprenticeship  
205 LaFayette Avenue  
Fayetteville, Georgia 30214  
770-460-3990 ext 170  
[collins.lisa@mail.fcboe.org](mailto:collins.lisa@mail.fcboe.org)

Inquiries regarding nondiscrimination policies should be directed to:

Human Resources  
210 Stonewall Avenue West  
Fayetteville, GA 30214  
770-460-3535



