

ADVISORY COMMITTEES

POLICY

It is the policy of the Board of Education that Advisory Committees be organized to advise the School District on needs relevant to career and technology programs. The Board of Education is committed to the concept that career and technology education programs must be an integral part of the community in which they function. This concept requires cooperation among the entire staff of the school district; the Oklahoma Department of Career and Technology Education (ODCTE); the business, industrial, and labor sectors; and Tulsa Community College and other higher education and public sectors of the community. This cooperation can be partially achieved through the effective use of Advisory Committees.

An Advisory Committee is defined as a group of not less than seven informed citizens representing a specific instructional program, Career Cluster, or instructional support area. The membership should represent a cross section of business, industry, labor, or professional areas related to the specific instructional program or occupational area and may include representatives from ODCTE. The following categories of people shall not serve as voting members of an instructional program Advisory Committee; however, they may serve as ex-officio members:

- 1) Salespersons or representatives from vendors who sell equipment, supplies, or services to the School District;
- 2) Educators who are employees of the sending school districts or community colleges or universities, and employees of ODCTE.

An Advisory Committee shall be formed for each career major or career cluster and selected instructional support areas. Where more than one career major is offered in a career cluster, there shall be one Advisory Committee representative from each career major. When similar career majors are offered on more than one campus, there shall be one Advisory Committee.

The primary functions of an Advisory Committee shall be:

1. To make suggestions in setting program objectives;
2. To forecast trends affecting training and employment in an occupational area;
3. To make recommendations regarding planning of facilities and equipment;
4. To review the curriculum annually and suggest changes in order to stay up-to-date with progressing industry requirements;
5. To review and validate occupational competencies and job tasks for use in curriculum development for current and future technologies;
6. To support work-based learning experiences for students;
7. To support job placement of students; and
8. To assist in developing other appropriate career information.

**PROCEDURES FOR FORMATION
AND
USE OF ADVISORY COMMITTEES**

PROCEDURES

The purpose of the procedures is to establish a set of written guidelines to follow in the formation and use of Advisory Committees.

SECTION 1. MEMBERSHIP

- A. Each program Advisory Committee shall have a minimum of seven (7) members. No less than 75 percent of the committee should consist of industry professionals who are not full-time employees of Tulsa Technology Center.
- B. All proposed Advisory Committee members shall be identified and their names submitted to the Campus Director no later than July 1 of each school year.
- C. Individuals selected to serve on Advisory Committees should represent a cross section of business, industry, labor, or professional areas including ODCTE related to the specific career clusters.
- D. Each instructor shall maintain a current membership list for his or her advisory committee including name, title, place of employment, mailing address, business telephone number, cellular phone number, fax telephone number, and email address.
- E. A copy of the current membership list shall be on file on the District intranet.
- F. Each Advisory Committee member shall be notified in writing, of his or her appointment to serve on an Advisory Committee. The office of the Campus Director shall be responsible for preparing the letters.
- G. Members of the Board of Education and staff members of Tulsa Tech may serve only as non-voting ex-officio members of an Advisory Committee.
- H. The following categories of people shall not serve as voting members of an instructional program Advisory Committee; however, they may serve as ex-officio members:

1. Salespersons or representatives from vendors who sell equipment, supplies, or services to the School District.
2. Educators who are employees of the sending school districts or community colleges or universities, and employees of ODCTE.

SECTION 2. MEETINGS

- A. One meeting per year shall be held by each Advisory Committee and the meeting shall be held prior to November 1 of each school year. Other meetings may be scheduled at the discretion of the instructor with approval by the Campus Director. The number of meetings should be limited in order to prevent disruption of the educational process.
- B. Notification of meetings is the responsibility of the instructor(s). Meetings shall be called by the instructor with the approval of the Campus Director or his or her designee. Notification of the meeting shall be in writing and include a copy of the agenda and shall be mailed at least two (2) weeks prior to the meeting date. Emergency meetings may be called at the request of the instructor and the Chairperson of the Advisory Committee with the approval of the Campus Director or his or her designee.
- C. An agenda shall be prepared for each meeting and approved in advance by the Campus Director or his or her designee. An agenda item shall be included to provide a report on actions taken on previous recommendations.
- D. Meetings may be held on-or off-campus and by electronic conferencing. An industrial or business tours, in conjunction with the meeting, is encouraged.
- E. District or Campus-wide Advisory Committee meetings are encouraged. These meetings allow all program Advisory Committees relevant to a campus, to come together for a combined discussion of common information. Time should also be set aside for individual Advisory Committee break-out discussions.
- F. It is preferred that a business or industry representative be selected to serve as the chair for the year. The program instructor(s) shall serve as the secretary in a non-voting, ex-officio capacity.
- G. Minutes of each meeting shall be posted on the District intranet within twenty (20) workdays after the meeting is held and remain posted until the next scheduled meeting.
- H. A campus administrator shall be present at each Advisory Committee Meeting. Other administrative personnel may be invited to attend.

SECTION 3. TERMS OF OFFICE

- A. Advisory Committee members shall serve one-year terms. Terms of office shall commence on July 1 and terminate on the following June 30.
- B. Advisory Committee members may be selected to serve more than one term to provide better continuity; however, members are not guaranteed reappointment. Membership should rotate among business and industry representatives to ensure maximum exposure of the program and expand the base of support. Except in unusual circumstances, members should not be requested to serve more than three years in succession. Exceptions must be approved by the Campus Director.

SECTION 4. AUTHORITY

- A. The function of Advisory Committees is to make recommendations. All recommendations will receive due consideration.
- B. All Committee recommendations shall be included in the official minutes of the meeting.
- C. Advisory Committees or individual committee members shall not become directly involved with instructional operations or administration.
- D. Advisory members, who consistently fail to attend meetings, fail to provide appropriate input, and/or cause disruption of instructional operations or administration may be released from service on the Advisory Committee. The release of an Advisory Committee member requires approval by the Campus Director.

SECTION 5. GENERAL ACTIVITIES RELATED TO PRIMARY FUNCTIONS OF ADVISORY COMMITTEES

- A. The Board of Education has identified the primary functions of Advisory Committees. Instructors are encouraged to develop activities and agenda items related to these functions. The Director(s) who is/are responsible for supervising and evaluating the instructional areas and instructors involved in each Advisory Committee shall be responsible for approving activities of Advisory Committees and/or individual members.

SECTION 6. FORMS AND FORMAT FOR MEETINGS AND MINUTES

- A. The form entitled "Advisory Committee Membership Roster" shall be used to record information required to be kept on the District Intranet.
- B. The form entitled "Format for Advisory Committee Agenda" shall be used to develop all agendas for all Advisory Committee meetings and will be kept on the District Intranet.
- C. The form entitled "Format for Advisory Committee Minutes of Meetings" shall be used to develop a written set of minutes for all Advisory Committee meetings and will be kept on the District Intranet.
- D. The form entitled "Annual Curriculum Review" shall be used to guide Advisory Committee member input.
- E. The form entitled "Advisory Committee Sign-In" shall be used to obtain and maintain a written record of attendance of Advisory Committee Members at Advisory Committee Meetings. All advisory committee members should be pre-listed within the format to better facilitate recording of attendance.