

Purpose

The Advisory Committee serves to strengthen the Career and Technical (CTE) programs. They are advisory and have no legislative, administrative, or programmatic authority. The committees work cooperatively with college officials in planning and carrying out their work. An Advisory Committee is established to perform the following:

- **Advise** - The Advisory Committee assesses specific areas of the CTE program. Recommendations made by the committee are designed to improve particular content areas;
- **Assist** - The Advisory Committee may help instructors and/or administrators carry out specific activities;
- **Support** - The Advisory Committee provides support for the CTE program it serves;
- **Advocate** - The Advisory Committee promotes the CTE programs throughout the community.

Role

The primary purpose of the Advisory Committee is to help the College ensure that the program is relevant to the community, address current industry standards and workforce needs, and has appropriate resources to support high quality student outcomes.

Individuals who comprise the committee are volunteers who have expert knowledge and experience in the career tasks and competency requirements in the occupational field the program serves. To be effective, members should have a clear sense of trends in the field. They moreover, should be able to identify skills that will ensure employability of the program's graduates, and be able to identify jobs that don't exist but are likely to in the near future. Having this ability ensures that the program is kept on the cutting edge. Thus, the role of the committee is to offer recommendations for improvements that will ensure growth and expansion of the program. It accomplishes this purpose by placing its focus on a number of areas as outlined below .

Program Development

- Provide input to and be knowledgeable of the College's Strategic Plan.
- Determine need for education programs and related continuing education offerings.
- Participate in designing community and/or employer surveys and analysis.
- Recommend appropriate new program development.
- Provide guidance on program delivery.

Program Curriculum

- Identify occupational competencies needed by the workforce.
- Recommend student proficiency standards.
- Review course content, sequencing, assessments, and validation of content.
- Recommend equipment purchases and facility changes.
- Identify new and emerging technologies and jobs.