

All you need to know about how to organize,  
plan, run, document and have a successful,  
**Advisory Committee Meeting**



Career Technical Training

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# Advisory Committee Timeline

1. Four weeks before the meeting.
  - Schedule meeting with your site administrator and ROP administrator 30 days in advance.
  - Review and update members' list.
  - Prepare packets with course information (see page 8).
  - Call district office to obtain approval for the cost of the meeting refreshments and to process the food request.
2. Three weeks before meeting.
  - Send invitation with map and packet (see page 8).
  - Packet includes: agenda, last year's minutes, safety test, course outline and competencies with any proposed changes. (see page 8)
3. One week before meeting.
  - Call committee members to confirm meeting time and attendance.
4. Day of the meeting.
  - Set up tables.
  - Provide: sign-in sheets, nametags, and extra copies of packets.
  - Start on time and end on time. Absolute maximum is 90 minutes.
  - Instructors should appoint a person to take minutes of the meeting.
  - Instructors, supervisor or an appointed member should conduct the meeting.
  - Have information ready: prices of equipment (items over \$500), student employment records, and implementation of last years' recommendations.
5. One to two weeks after the meeting.
  - Send thank you notes, and minutes of the meeting. (see examples pages 6-7)
  - Minutes must have the following information:
    - The Occupational Advisory Committee has reviewed the:
      - A. Course Outline
      - B. Occupational Competencies
      - C. Equipment Requests
      - D. Facility
      - E. Labor Market Data
      - F. Safety Test
      - G. If modifications to the course are recommended those recommendations must be incorporated in the minutes. (see example pages 6-7)

# Who Should Attend?

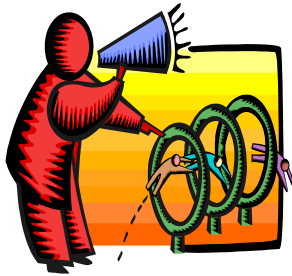


Five Business/Industry Representatives **must be in attendance** or the meeting cannot be held and a second meeting will be required

- ◆ A cross-section of the industry
- ◆ Counselors
- ◆ County ROP Coordinator
- ◆ Currently enrolled students
- ◆ Employer Outreach Specialists
- ◆ Human Resources staff-people in the position to hire our graduates
- ◆ Other teachers in the field (They cannot count as one of the five industry representatives)
- ◆ Others who might be invited (but don't count as part of the minimum) are:
  - ◆ Parents
  - ◆ People who employ ROP graduates
  - ◆ Post-secondary Representatives
  - ◆ Prior students who are employed in the field
  - ◆ Representative from district ROP (program administrator)
  - ◆ School-to-Career Coordinators
  - ◆ Site administrators
  - ◆ Temporary Agencies
  - ◆ Worksite learning or internship supervisors

# Successful Advisory Meeting Helpful Hints

- ◆ Locate and prepare an **APPROPRIATE** meeting facility.
- ◆ **DRESS** appropriately for the occasion.
- ◆ Have **REFRESHMENTS** set up ahead of time.
- ◆ Decide **WHO** is running the meeting (administrator, advisor, or you, and who is taking minutes.)
- ◆ Let your **ADVISORS** know that their advice and ideas are important and valued.
- ◆ Start and end on time (90 minutes absolute max.) **KEEP** to the agenda.
- ◆ Explain the **PURPOSE** of the Advisory meeting to your members and their role.
- ◆ Have the members **INTRODUCE** themselves and what company they represent.
- ◆ Review and **EXPLAIN** the function of your course description, outline and competencies to your members.
- ◆ **LISTEN** to input from your members.
- ◆ Make sure all your advisory members have a **CHANCE** to speak.
- ◆ Don't **LECTURE** or read to your advisory members.
- ◆ **REVIEW** the most current outline and list of competencies (check date on the upper right hand corner).
- ◆ Review **ROP** Expected Student Learner Results (**ESLRs**).
- ◆ **THANK** the members for attending the Advisory meeting and tell them their input is valued.
- ◆ **TOUR** the Facility.



# Agenda Items That Must be Discussed

(Sample Agenda Format on Page 10)

1. Welcome and Introductions
  - a. Complete and update sign-in sheet
  - b. Statement of purpose of ROP and Advisory Committee
2. Approval of last years' minutes
3. Overview of Course
  - a. Enrollment numbers
  - b. Numbers of completers
  - c. Number who were employed
4. Labor Market Information
  - a. Local Demand
  - b. Salaries
5. Discussion of ESLRs
6. Review of Course Outline
  - a. Recommended Changes (motion by industry reps to validate outline)
7. Review of Occupational Competencies
  - a. Recommended Changes (motion by industry reps to validate competencies)
8. Review of Safety Instructions and Test
9. Tour of Facility
10. Equipment
  - a. Request
  - b. Donations
11. Community Classroom/Cooperative Vocational Education (Worksite Learning) Discussion
  - a. Definition/Regulations
  - b. Possible site/contacts
12. Committee Recommendations
13. Adjournment



## Additional Topics for Discussion

### To Engage Members:

- What are the pay ranges in the field?
- What certifications are needed or helpful or required for employment?
- What are the minimum skills for employment?
- Are there any special employment skills preferred?
- How have the jobs in this area changed in the past five years?
- Is this the correct title for this course
- What do you look for when hiring employees?
- What is the hiring process for your company?

### For You to Highlight:

- CC/CVE Involvement
- Job Placements
- Field Trips
- Guest Speakers
- Media Coverage
- San Diego County Fair Results
- Scholarships
- Class is articulated with the community college
- Class meets high school elective credit
- Class meets UC eligibility requirements.

Title Goes Here

# Advisory Meeting Minutes

Current Date

Agenda Items <i>Discussion presented under each Agenda Item</i>	Recommendation/Action
I. Welcome and Introduction	
II. Labor Market Information	
III. ESLRs	
IV. Course Outline	
V. Occupational Competencies  New Format Reviewed	
VI. Safety Instructions/Tests	
VII. Report of Classes  A. Basic Course	
VIII. Tour of Facility	

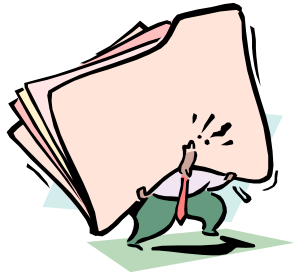
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# Advisory Meeting Minutes

Current Date

IX. Equipment  A. Acquired Since Last Meeting: B. Current Needs:	
X Community Classroom/Cooperative Vocational Education (Worksite Learning) Discussion	
XI. Motion To Verify Need For The Course. And To Validate The Course Outline	
XII. Other Recommendations/Resources	
XIII. Adjournment  Schedule next meeting	





## The Packet

### Send in Advance:

- ✓ Invitation with RSVP and map
- ✓ Agenda
- ✓ Last year's minutes
- ✓ Current Course Outline
- ✓ Current Course Occupational Competencies
- ✓ A Copy of the Current Safety Test
- ✓ Labor Market Reports

### Example on:

Page 9

Page 10

Page 6-7

### At the meeting have:

Equipment Needs List – Items costing \$500 or more

Page 16

Sign-in Sheet

Page 13-14

Extra Packets

Name Tags and Pens

# Sample Invitation

## (Name of Your Course)

(Date)

Dear Advisory Committee Member:

Thank you for your willingness to serve as an Advisory Committee member for the (name of your course) ROP course. Your attendance, input and advice are vital to the success of our program. As a committee member, we ask you to participate in our annual meeting and offer your expertise and guidance to ensure that our program meets industry standards and expectations.

The (name of your course) Advisory meeting will be held on:

(Day, Date, Time)

(Location)

(Address)

Directions enclosed.

The agenda for the meeting, proposed course outline, occupational competencies and safety test for the course is enclosed. Please review these materials and make any changes prior to attending the meeting. Bring this packet with you to the meeting. If you are **unable** to attend or send a representative, please call our office at (your phone number).

I look forward to meeting with you. Again thank you for your support.

Sincerely,

(Your name,  
Course name  
School name)

Enclosures

**(Name of Course)**  
**Advisory Committee Meeting**  
**(Day & Date) (Time)**  
**(Location)**

**Agenda**

1. Welcome and Introductions
2. Approval of Last Years' Minutes
3. Statement of Purpose of ROP and Advisory Committee
4. Overview of Course
  - a. Enrollment numbers
  - b. Numbers of completers
  - c. Number who were employed
5. Labor Market Information
  - a. Local Demand
  - b. Salaries
6. Review of ROP ESLRs
7. Review of Course Outline
  - a. Modifications
8. Review of Occupational Competencies
  - a. Recommended Changes
9. Review of Safety Instructions and Test
10. Tour of Facility
11. Equipment
  - a. Requests
  - b. Donations
12. Community Classroom/Cooperative Vocational Education Discussion
  - a. Definitions/Regulations
  - b. Possible Recommendations
13. Motion to Verify the Need for Course and to Validate Course Outline
14. Committee Recommendations
15. Adjournment



## After the Meeting

### Mail out to Advisory Members:

- ✓ Thank you letter
- ✓ Minutes

### Example on:

Page 12

Page 6-7

### Submit to ROP Office

- ✓ Minutes in specified format with required information
- ✓ An sign-in sheet with advisory members (include name, business name or affiliation, address, phone #, optional: email)
- ✓ A list of approved equipment

Page 6-7

Page 13-14

Page 16

(Letterhead)  
**Sample Thank You Letter**

(Insert date)

(First Name Last Name)

(Company)

(Address)

(City, State Zip Code)

Dear (Advisory Member Name):

Once again, I would like to thank you for your participation as an advisory committee member for the (Course Title) ROP course.

I have enclosed a copy of the minutes from the meeting as well as a certificate of appreciation for those who attended the meeting, which I hope you will display proudly as a member of the advisory board. It is because of your participation and valuable input that I will be able to improve the student performance in this program, which will hopefully benefit your industry.

The minutes and this letter are not only being provided to those industry representatives who attended the advisory meeting but also to other industry members who are part of our database. It is the desire of ROP instructors to partner with as many industry representatives as possible, so opportunities for students may be increased.

All educational representatives are truly grateful for your generous offer of training for instructors and when allowed by your firm and donations of training supplies and equipment.

I will stay in touch with you as the agenda and meeting date are firmed up.

Sincerely,

(Type your name)

Enclosures

## Occupational Advisory Committee Membership List/Involvement Checklist/Sign-in Sheet

School Year \_\_\_\_\_ Course Number \_\_\_\_\_ Section Number \_\_\_\_\_

Course \_\_\_\_\_

*Title*

District: \_\_\_\_\_ Area \_\_\_\_\_

*Number*                      *Title*

Note: An occupational advisory committee composed of at least five members must meet annually. The majority of the members must be from the business/industry representing the occupations for which the training in this program is provided. The meeting shall have occurred within one year before proposal review.

Membership List (List the names, titles, affiliations, address and phone number of the current school year committee members.)

Name	Title/Occupation	Affiliation	Address	Phone/E-mail
1. PRINTED Name	Owner	XYZ Business	1234 Front St	(619) 456-1234
<i>Signature</i>			San Diego, CA 92111	<a href="mailto:xyz@aol.com">xyz@aol.com</a>
2.				
3.				
5.				
7.				

Name	Title/Occupation	Affiliation	Address	Phone/ E-mail
8.				
9.				
11.				
13.				
15.				
17.				

# Involvement Checklist

Course Title \_\_\_\_\_ School Site \_\_\_\_\_

Check to indicate that the designated action has been completed.

\_\_\_\_\_ The minutes of the \_\_\_\_\_ meeting are attached.  
Date

The committee has reviewed the following:

- \_\_\_\_\_ Course outline
- \_\_\_\_\_ Occupational and safety competencies list
- \_\_\_\_\_ ESLRs
- \_\_\_\_\_ CC/CVE (worksite learning) component
- \_\_\_\_\_ Facility
- \_\_\_\_\_ Labor market (attach all supportive labor market information)
- \_\_\_\_\_ Equipment requests (attach Recommended Future Equipment Form)
- \_\_\_\_\_ Safety test (sample attached as appropriate for this program)
- \_\_\_\_\_ Student Self Assessment template, or tool (attach to course proposal). *Required for 2003-2004 school year.* Samples available on ROP web site or on CD.
- \_\_\_\_\_ Document in the minutes, both the need for the course and the committee's validation of the course outline

## Additional Information: Course Articulation, Certifications, Licenses or Content Standards

This course is articulated with \_\_\_\_\_ college(s)

\_\_\_\_\_ This course meets High School Graduation requirements.

\_\_\_\_\_ This course meets UC A-G requirements for (list subject area(s)) \_\_\_\_\_

\_\_\_\_\_ This course prepares students for industry certifications, or licenses (please list)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ This course addresses California Content Standards (see attached standards list).

**This Form Must Be Attached As A Cover Sheet To Minutes**



**OCCUPATIONAL ADVISORY COMMITTEE  
RECOMMENDED FUTURE EQUIPMENT REQUEST**

School Year \_\_\_\_\_ Course Number \_\_\_\_\_ Section(s) \_\_\_\_\_

Course \_\_\_\_\_  
*Title*

District \_\_\_\_\_ Area \_\_\_\_\_  
*Number Title*

Note: Please list **all** equipment recommended for purchase by the Occupational Advisory Committee whether the equipment is included in the proposed budget, or not.

<u>Quantity</u>	<u>Description</u>	<u>Amount</u>
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# Advisory Packet Disc Order Form

*Note: You may download all necessary documents from the  
San Diego County ROP website at  
<http://www.sdcoe.k12.ca.us/rop/forms/welcome.html>*

Name \_\_\_\_\_

Course Title \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ Please send me an IBM computer disc with Advisory Committee forms.

\_\_\_\_\_ Please send Advisory Committee forms as an email attachment in Word.

