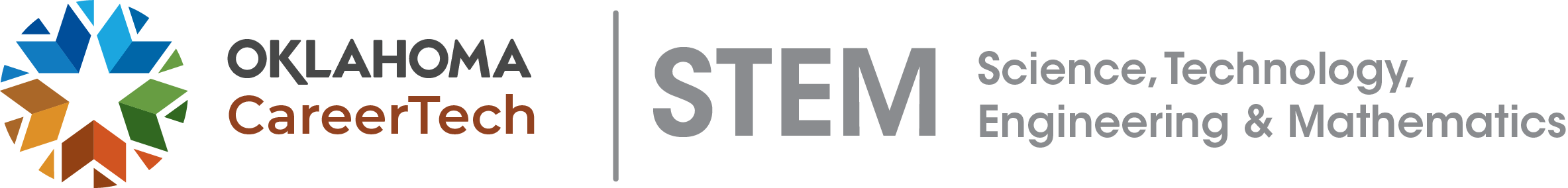
**STEM Instructor**

**Advisory Committee Handbook**



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| **Preface** | The Advisory Committee Handbook has been created to assist you in your role as a STEM instructor to inform advisory members of their responsibility. |

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| **Purpose**  **Statement** | 1. The STEM Program shall help students develop employability skills while enhancing their work ethic to benefit themselves, business, industry, and the community. 2. We will consistently focus on innovative, quality instruction utilizing a flexible delivery, and make best use of our resources by being responsive to social, economic, and cultural changes. 3. We will encourage high performance from students, faculty, staff, and managers in an atmosphere of mutual respect and enthusiasm and promote a positive image of the district to the general public as well as among the district staff and students. |

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| **CareerTech**  **Standard 6:**  **Operations** | This standard examines how the program plans for success and sustainability. Business and industry sector as well as other organization and individual community involvement should be addressed. This standard considers the school’s ability to provide adequate facilities, equipment, and resources/materials for all students, including those who may need additional accommodations/modifications. It also examines safety and emergency preparedness and the program’s adherence to policies and procedures.  Each CareerTech program must have an occupational advisory committee that is formally organized and meets at least once annually. The membership of the advisory committee must be diversified with the majority of membership representative of business/industry for which the program is training. |

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| **STEM Vision** | Investing in Oklahomans to create quality, innovative and dynamic STEM opportunities. |

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| **STEM Mission** | Empowering stakeholders by providing resources to impact the workforce and achieve lifelong success. |

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| **STEM Goals** | **Educational Attainment** - Provide STEM educators with skills to offer rigorous and relevant content that engages a diverse student population.  **Career Awareness** - Equip students with tools and opportunities to explore STEM careers.  **Business & Educational Partnership** - Facilitate collaboration between educators and industry to make connections between content learned in the classroom and how it relates to STEM careers.  **Customer Service** - Administer high quality customer support for our stakeholders. |

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| **Advisory Committee** | A STEM program serves their stakeholders and, in turn, is supported by its stakeholders. The program and community should work together. The school should know what the stakeholders want; the people should know what the program is teaching.  Advisory committees provide this necessary communication link. They are made up of representatives, recognized as respected experts in their own fields, who help educational authorities build valuable programs based on the need’s businesses in their community. |

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| **Purpose** | 1. The advisory committee provides a link between the school and   the industry and can advise on the many facets of a Career and  Technology Education program. An advisory committee has no administrative authorities, it is important to remember that they serve only in the advisory capacity.   1. A committee can assist in establishing a two-way system of communication: informing the school of the needs of industry and informing industry of the services which the school can provide. An important factor which determines the involvement of industry is the extent to which they are informed and consulted about the STEM program. 2. A committee is organized to assist in continuous improvement of STEM Education programs that will impact the workforce. 3. Suggest course content. 4. Make recommendations on equipment, instructional materials, and establishing specifications for training areas. 5. Promote public relations and publicity relative to the program. 6. Assist in placement of students. 7. Make suggestions on “live work” projects to be used to enhance occupational objectives. 8. Assist with strategic plan for program 9. Assist in CareerTech student organizations. |

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| **Members** | Composition of the program advisory committee shall consist of seven (7) or more persons who by position, background, experience, or training can offer input for improving your STEM program.  Suggested criteria for advisory committee membership is as follows:   1. Supervisory persons currently employed in an industry directly related to the specific program. 2. Non-supervisory persons employed in a capacity performing those competencies directly related to the specific program. 3. Former students with at least three (3) years on-the-job experience related to the specific program. 4. Parents of students currently enrolled in the program. 5. Current Officer of the CTSO (TSA) that aligns with your STEM program   *NOTE: The majority of the advisory committee members should be from industry.* |

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| **Criteria for Committee Members** | 1. **Experience:** Members should have first-hand experience in STEM. They should be persons who have the respect and confidence of their associates/peers. 2. **Adequate Time:** An advisory committee should meet as frequently as necessary (minimum once a year). Members should keep in close contact with the activities of the school and the program instruction. It is necessary that the ability to devote adequate time to committee work be considered criteria for membership.   3. **Character:** Candidates for membership should be individuals of outstanding character, with such desirable qualities as: intelligence, integrity, a keen and balanced mind, and an unselfish spirit. Members should exhibit a strong sense of responsibility, civic awareness, and a willingness to cooperate. |

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| **Responsibilities of a Program Advisory Committee Member** | **Each advisory committee member is expected to:**   * Attend meetings regularly, participate in the committee discussions and serve on subcommittees when requested; * Help address any problems that come before the advisory committee; * Keep the instructor(s) informed of new industry developments pertaining to their program; and * Advise on the development, operation, equipment and supplies of the Career and Technology Education STEM program, so students may benefit from a quality program. All advisory committees will meet in formal, minute-recorded sessions a minimum of once a year. Other meetings are to be scheduled at the discretion of the instructor(s) and chairperson for the committee. |

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| **Length of Membership** | The terms of committee members may be for one year or longer, with staggered termination dates to allow for continuity. Provisions are made for replacements, so there will always be experienced members serving on the committee. Members may be recommended for reappointment after completing their term in office.  The instructor(s) of each program area will make recommendations for membership for their program advisory committee. |

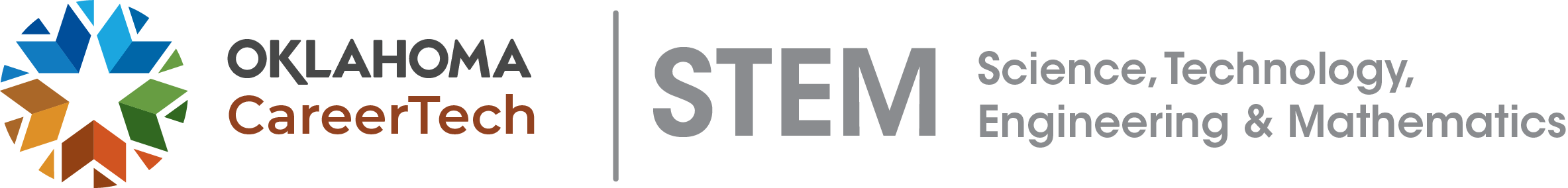
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| **Advisory Committee Officers** | Advisory committees could elect officers. Terms of office are for one school year.  Chairperson  The chairperson is a representative for business or industry, elected by majority vote of the committee members. The chairperson should be sensitive to the views of the members, be able to listen critically, be reasonable, exercise good judgment and fairness, and chairperson is expected to spend more time than other members on the affairs of the committee and must be well informed. A chairperson will be elected at the first meeting of the committee to serve during the current school year.  The responsibilities of the chairperson include the following:   * Assist the instructor in establishing meeting dates * Preside over all meetings * Plan the meeting agenda with the STEM instructor   STEM instructor(s) at least two weeks in advance of the meeting   * Encourage a relaxed atmosphere conductive to productive discussion during committee meetings * Participate in a training session to be held for all chairpersons of program advisory committees * Establish goals and objectives for the committee   Vice Chairperson  The vice chairperson works closely with the chairperson on all tasks and will preside in the absence of the chairperson, which will prepare them to be the next year’s chairperson.  Secretary  The secretary will be responsible for taking the minutes of each formal meeting and submitting them to the instructor(s). The STEM instructor may serve as secretary of the committee. |

STEM Advisory Committee Meeting

Agenda

Date

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| 1. Call to Order | Welcome and opening remarks by school personnel. |
| 1. Secretary’s Minutes | Minutes of last meeting; approval or corrected by vote. |
| 1. Introductions | Introductions and biographical information about Committee members and/or guest |
| 1. Old Business | Briefly summarize old items |
| 1. Special Reports/New Business | Review, discuss and vote on each item:   * Course offering ask for suggestions on additions * Syllabi ask for suggestions for improvement * Equipment and curriculum ask for suggestions * Field trips, job shadowing, guest speaker suggestions * Strategic plan for program |
| 1. Plan for Next Meeting | Discuss time and date for next meeting |
| 1. Other Items |  |
| 1. Adjournment |  |



Advisory Committee Meeting Guide

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| Program: |  | |  | Location: | | |  | |
| Instructor: |  | |  | | Date: |  | | |
| Advisory Committee Chairperson | |  |  | | | | |  |

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| Advisory Committee Members: |  | Present |  | Absent |
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| Others Attending | | Meeting Times | |
|  | | Called to Order: |  |
|  | | Adjourned: |  |
|  | | Location: |  |
|  | |  | |
| Signature of Chairperson |  | | |

Summary of meeting:

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| Preparing for Advisory Meeting | The key to a successful program and advisory committee is the Career and Technology Education instructor(s). The instructor(s) must be enthusiastic and willing to take on extra responsibilities. This person is the facilitator and must do all, or most, of the detailed work if a program advisory committee is to be successful  Some of the specific responsibilities of the instructor(s) include the following:  **\*At the beginning of the school year:**  Identify potential committee members to site administration. Seven (7) or more persons who by position, background, experience, or training can offer input for improving your program. Schedule tentative dates for fall and spring meetings.  Get students involved by researching industry persons of interest in your area. Have students write a letter or email to the industry individual and invite them to be a guest speaker or on your advisory committee. (See page for sample letter)  **\*At least one month prior to meeting:**  Upon membership approval, make initial contact by telephone. Be prepared to explain the duties of advisory members.  Secure current mailing and email addresses of committee members.  Send letter of appointment and advisory committee handbook to the committee member.  Make arrangements for room, audio-visual equipment, and requisition for refreshments.  **\*Two weeks prior to the meeting:**  Send a letter of invitation to the first meeting, including a copy of the agenda.  Obtain Advisory Committee Handbooks  Program Syllabus  Agenda  Name Tag/Place Card  Pencil and Note Pad  **\*Three days prior to meeting:**  Email or Call members individually as a reminder.  **\*Three days after meeting:**  Send a thank you note or email and a copy of the minutes to each member. |

**Sample Email of Appointment as Member**

Dear Advisory Committee Member:

Congratulations on your appointment to **School Name** Advisory Committee for the STEM Program. Your efforts and involvement will help determine the direction our program takes in assessing curriculum and equipment needs. Also, of vital importance is the role your play in helping us understand the employment training needs of business and industry by sharing information about your own needs.

The work of advisory committees is at the core of Oklahoma’s CareerTech system. It is through the joint efforts of educators and community leaders at the local level that the availability of productive and prepared employees is enhanced. By opening communication lines and encouraging dialogue about your Career and Technology Education programs, you benefit your business, community, and state.

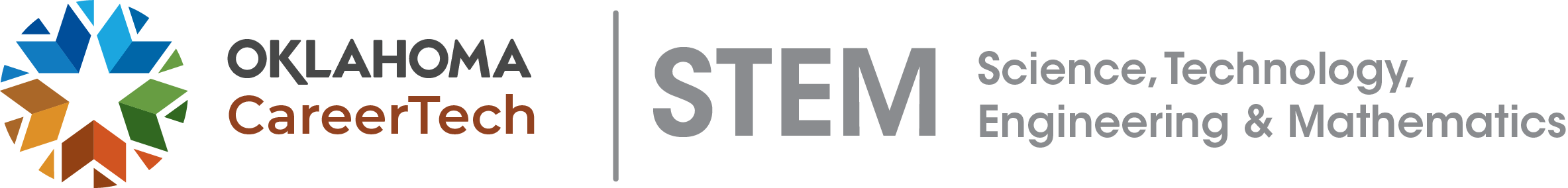
Please do not take your responsibility lightly. The career development of students and the economic future of your community depend on the involvement of concerned and interested people like you.

We hope that your experiences as an advisory committee member are rewarding as you help shape the Career and Technology Education delivery system in your community. Your service will help us better serve you.

Thank you for your help.

Sincerely,

Instructor



**Sample Thank You Email for Membership Term Expiration**

Dear :

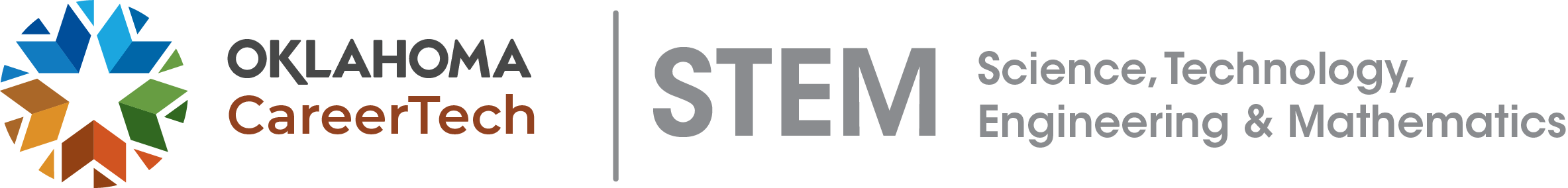
I sincerely appreciate your contribution to School District as a member of the Advisory Committee for the Program.

Your expertise has been of great benefit in the continuous development of this program. Your cooperation and support of Career and Technology Education is commendable. Thank you for your dedication to furthering the industry through education.

Again, I appreciate the time your devoted during your term as an Advisory Committee Member. I look forward to working with you again in the future.

Sincerely,

Instructor



**Sample Email to Notify Members of a Meeting**

Dear :

We are well underway in the - school year and the program is going well.

Enrollment in is full and the interest of those attending is excellent. I believe we have unlimited potential with some of these students for our industry.

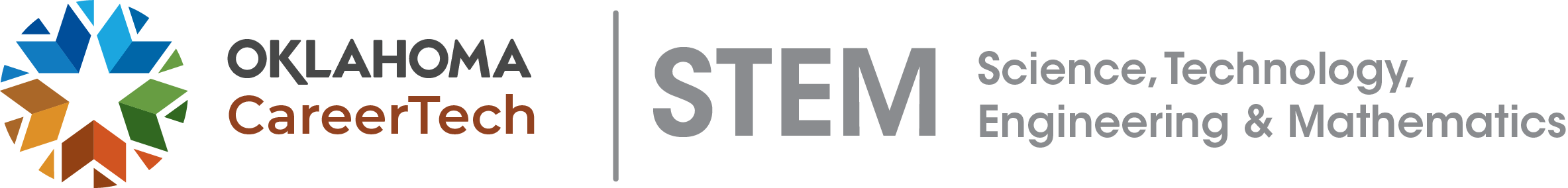
We will hold our first Advisory Committee meeting at (time), on (date), in the room at (campus). Refreshments will be served. Items of discussion will include placement of students completing the program, on-the-job training, salary expectations, equipment survey, etc.

Your cooperation and support of Career and Technology Education is commendable. Thank you for your dedication to furthering the industry through education. I am looking forward to working with each advisory committee member during the school year.

I will plan to see you on . Thanks again for your support.

Sincerely,

Instructor



**Sample Letter for a Specific Program Meeting Notice**

Dear :

I would like to thank you for the interest you have shown in Career and Technology Education through your willingness to serve on the Advisory Committee. Your expertise in the field will provide us with essential input for the successful training of our students.

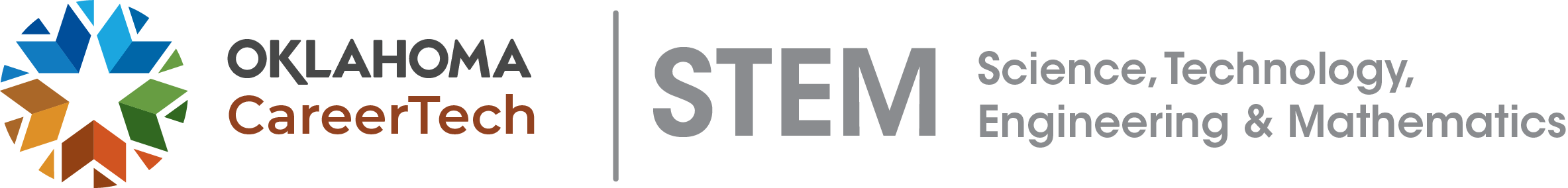
The Advisory Committee meeting for the Program will be held in the room at the campus, (address), on (day of the week), (month, day, year) at (time). A map is enclosed for your convenience.

The major topic will be changes in curriculum, i.e. from materials presently being used to materials that are current in code. I have enclosed a course outline so you can review what is presently being taught. A decision must be made on the curriculum materials to be used prior to the end of this school year so that any new texts can be obtained prior to school resuming in the fall.

If you have any questions before meeting, please call me at . I look forward to seeing you on (date).

Sincerely,

Instructor



**Advisory Committee Member Information**

Name

Title

Company Name

Mailing Address

Email Address

Telephone Number

Best Time to Call

Best Time for a Meeting

Best Day of the Week for a Meeting

**Record of Contacts to Advisory Committee Member**

Date Time Reason