

Valley VROPP

Advisory Committee Handbook



Valley Regional Occupational Program 1305 Q St., Sanger, CA 93657
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Contact Information

Address:

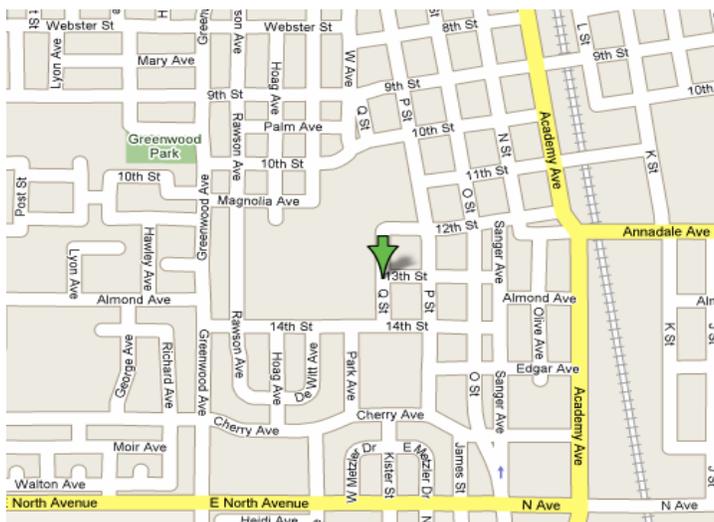
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I. Introduction

At Valley ROP, we believe that career technical education is an integral component of a student's total education. We strive to develop and maintain dynamic, relevant, courses for all the students in our districts. We believe that a key component to the success of our programs is provided through a real and tangible connection with industry and the world of work.

In order to do this, it is critical that advisory committees be involved in planning programs and evaluating the successes of our efforts. Committee members assist us in maintaining relevant up-to-date programs that reflect the realities of the workplace. These committees provide two-way communication, closer cooperation, and a better understanding between the school and our local businesses and industries.

In addition to all the benefits discussed, **title V, section 11504, of the Education Code REQUIRES that each ROP course utilize an occupational advisory committee for the development and maintenance of any course.** This directive, combined with the advantages listed above, make Advisory Committee meetings mandatory for any teacher teaching a Valley ROP course.

Instructor Responsibilities

If ROP classes are to remain current, it is important that we, as professional educators, involve advisory committees in the planning and reviewing of curriculum. Every year ROP instructors are required to do the following:

1. MEMBERS
 - a. Recruit and/or maintain an advisory committee of a minimum of three (five is recommended) business/industry representatives.
2. MEETINGS
 - a. Hold a minimum of one Advisory Committee meeting per year; however, additional meetings may be needed to develop and/or approve curriculum.
3. MINUTES
 - a. Submit minutes from your meeting by the deadline each year.

This handbook will be your guide in fulfilling your advisory committee requirements for Valley ROP, the California Department of Education, and your program.

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II. Members

What Do They Do?

Your advisory committee members serve many roles and functions. The following are just some of the ways your members can help you, and by extension, your students:

- Identifying areas of change or expansion for the curriculum, including helping create and approving all new curriculum
- Advising in the development of program objectives, course content and competencies
- Serving as a source for industry information such as current and future employment outlooks, and new and emerging occupations
- Providing program oversight, ensuring your program meets career technical standards and quality instruction
- Assisting in meeting the state mandated requirements as directed in the California Education Code
- Acting as a positive political force with school boards and administrators
- Serving as a community resource for speakers, field trip sites, mock interviews, job shadowing, and instructor in-services to support your program
- Providing insight into your program regarding instructional material, equipment, facilities, and student placement
- Assisting in identifying job opportunities for students

How Many Members Do I Need to Have?

As the instructor for a Valley ROP course you will be required to obtain members to serve on your advisory committee. Advisory committees should have sufficient membership to be representative of the occupation(s) taught. We have found that having somewhere between five and ten members is ideal. You also want to make sure your membership is a balance that reflects the varied views and ethnic diversity in your community.

In some cases, teachers of similar curriculum areas have combined their advisory committee meeting for further collaboration. While this is perfectly acceptable to meet together, please beware that your meeting minutes must show that you had more business/industry members in attendance than teachers as required by the California Department of Education for course recertification.

Other Considerations:

- **You must have at least 3 business/industry members in attendance for the meeting to count.**
- We strongly recommend you acquire, report and invite **at least 5 members**. This way you can be sure 3 members will attend the meetings.

Who Do I Choose?

Individuals selected by you to be part of your Advisory Committee should also possess the following:

1. Successful, first-hand experience in your respective area of expertise.
2. Understanding of various careers in your area.
3. Willingness to devote time to committee activities.
4. Energetic and enthusiastic attitude toward your program and career-technical education in general.
5. A strong sense of responsibility, civic mindedness, and cooperation with the various segments of the community.

I Have My Members, Now What?

Your duties regarding your advisory committee will vary, depending on the abilities and personalities of the members. Regardless, you will be responsible for the following:

1. Reviewing the qualifications of all potential business/industry members.
2. Ensure that the advisory committee reflects the ethnic diversity of the community and/or industry as a whole.
3. Prepare official notification for each member informing them of their appointment to the advisory committee.
 - A sample letter is included in the appendix for this purpose.
4. Submit your advisory committee members information (roster) to Valley ROP prior to holding your first meeting.
 - This must be done online. The advisory roster form can be found at; <http://www.valleyrop.net/for-teachers>
 - **PLEASE NOTE:** You can use the same members year to year but you must resubmit their information every year.
5. Prepare for your advisory committee meeting.

III. Meeting

As a Valley ROP teacher you are required to hold one Advisory Committee meeting per fiscal year. **Courses that fail to meet the minimum requirements of this policy may not be funded for the following year through Valley ROP.** You have two options on how you schedule your meeting.

- 1. You can attend the Annual Advisory Committee Dinner and Meeting sponsored by Valley ROP each year.**

OR

- 2. You can organize and hold your own meeting.**

Regardless of your choice you are required to:

- Serve as chair to the committee; keeping attendance and a written record of the proceedings (minutes).
- Notify your members of the meeting details; date, time, place, etc.
- Provide pertinent information in the form of handouts or memos for the committee as required.
- Perform routine duties as clerical, mail and telephone services as appropriate.
- Keep committee roster current and updated; submit updates to Valley ROP office.

Valley ROP Annual Advisory Committee Dinner and Meeting

Valley ROP will host an Annual Joint Advisory Committee dinner and meeting each spring. When possible this event will take place sometime in March, however that date is subject to change. If you choose to attend this event, **and have at least three committee members in attendance or more business/industry advisory members in attendance than teachers**, this event will count as your required meeting.

Prior to this spring meeting the **Valley ROP office** will:

- Make all arrangements for the meeting and notify the ROP teachers of the particulars including time, date, place, etc.
- Provide all teachers with promotional materials, a generic agenda, and any Valley ROP required handouts.
 - **Please Note:** Teachers may add to this agenda, but please do not subtract from agenda items.

Prior to this meeting **Valley ROP teachers** are required to:

- Submit their advisory committee roster to Valley ROP using the online form found at <http://www.valleyrop.net/for-teachers>
- Send out a letter or flyer (provided by Valley ROP) notifying their advisory committee members of the meeting, provide directions to the meeting place, and request RSVPs.
- Submit number of RSVPs to the Valley ROP office by specified date.
- Review agenda and materials sent by Valley ROP.

During this meeting the **Valley ROP office** will:

- Provide dinner and meeting space.
- Hold a general session at the meeting prior to individual advisory committee breakout sessions.
- Answer any questions as they arise.

During this meeting the **Valley ROP teachers** are required to:

- Act as chairperson of the committee and take notes during the meeting.

After this meeting **Valley ROP teachers** are required to:

- Create minutes documenting the business conducted at the meeting using the minutes template provided online: <http://www.valleyrop.net/for-teachers>
- Submit the minutes **electronically** to the Valley ROP office by the designated date.
- Make copies for distribution to the members at the next advisory committee meeting.
- Promptly follow-up on recommended actions.

Organizing Your Own Meeting

Instead of attending the Valley ROP sponsored meeting in the spring you may choose to organize your own meeting. In some cases you may need to hold a second (or even third) meeting during the school year. (This happens most often when new curriculum is being developed.) In this case, the advisory committee meeting is planned, organized, and conducted individually by the ROP teacher.

REMEMBER YOU MUST HAVE AT LEAST 3 BUSINESS/INDUSTRY MEMBERS PRESENT FOR YOUR MEETING TO COUNT!

Prior to the Meeting

- Schedule advisory committee meetings at a time convenient for members to attend.
- Send a reminder letter along with a preliminary agenda of the coming meeting to each member about three weeks before a scheduled meeting and invite suggestions of topics to include on the agenda.
 - A sample meeting notice and detailed agenda are included in the appendix.
- Provide members with maps of the campus or meeting location, location of parking and meeting rooms, etc.
- Provide parking permits for advisory committee members to facilitate their attendance at school meetings.
- Contact each member to remind him or her just before the scheduled meeting.
- Invite other instructors to sit in on committee meetings.

During the Meeting

- Hold meetings in a comfortable and quiet room, free from interruptions.
- Provide refreshments at each committee meeting, if possible.
- Establish and maintain a climate of informality at committee meetings, encouraging a full interchange of information.
- Adhere to an organized time schedule.
- Ask members for recommendations and comments for improving the effectiveness of the committee and its meetings.
- Make sure and cover all the items listed in the minutes template.

After the Meeting

- Create minutes documenting the business conducted at the meeting using the minutes template provided online at <http://www.valleyrop.net/for-teachers>
- Submit the minutes *electronically* to the Valley ROP office by the designated date.
- Make copies for distribution to the members at the next advisory committee meeting.
- Promptly follow-up on recommended actions.

Current Events and the Advisory Committee

Advisory committee members should gain considerable knowledge about the career technical education programs at your school during their membership. Information concerning decisions made by political entities affecting career technical education should be shared with advisory members as well. Become informed regarding current educational issues so that you are able to share information about the following:

- Current and pending state and federal legislation that affects the career technical education program at your school.
- Actions and activities of the state board of education that impacts career technical education.
- Special studies affecting the educational program of the school.
- Organization of Valley ROP and how your program/course relates to Valley ROP and your school district.
- Actions and activities of the school's general advisory council that impacts career technical education.

New Course Approval

Valley ROP is always interested in developing and implementing new courses. Your advisory committees are instrumental in creating awareness of any job market and/or training/skill demand that we might be able to meet. All new courses must be discussed and approved by your advisory committee. This approval MUST be reflected in your minutes. For more information regarding developing a new course (including a timeline) please see the *Valley ROP Teacher Handbook*.

Advisory Committee Recognition

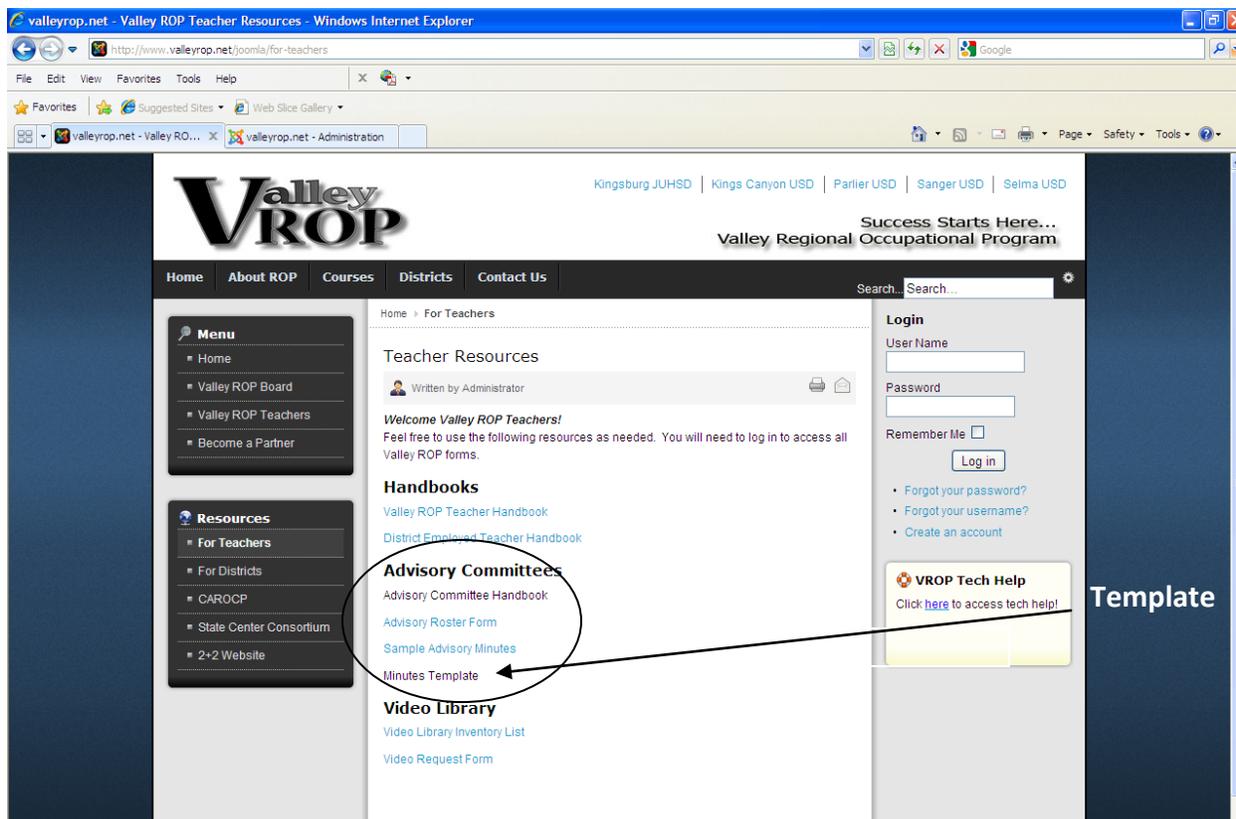
Be sure to show appreciation to your advisory committee members for their time and expertise. Many instructors find a thank you letter after each meeting goes a long way towards building strong partnerships with your members.

IV. Minutes

Now that you have held your advisory committee meeting the final step is to document your minutes according to the CDE approved template. In order to make this process as easy as possible Valley ROP has created an online template that you can fill in.

Please go to <http://www.valleyrop.net/for-teachers>

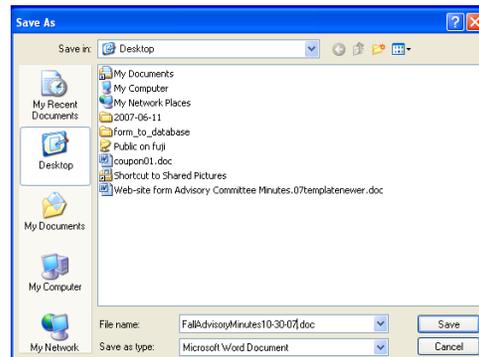
On the Teacher Resources page you will find a section labeled “Advisory Committees”.



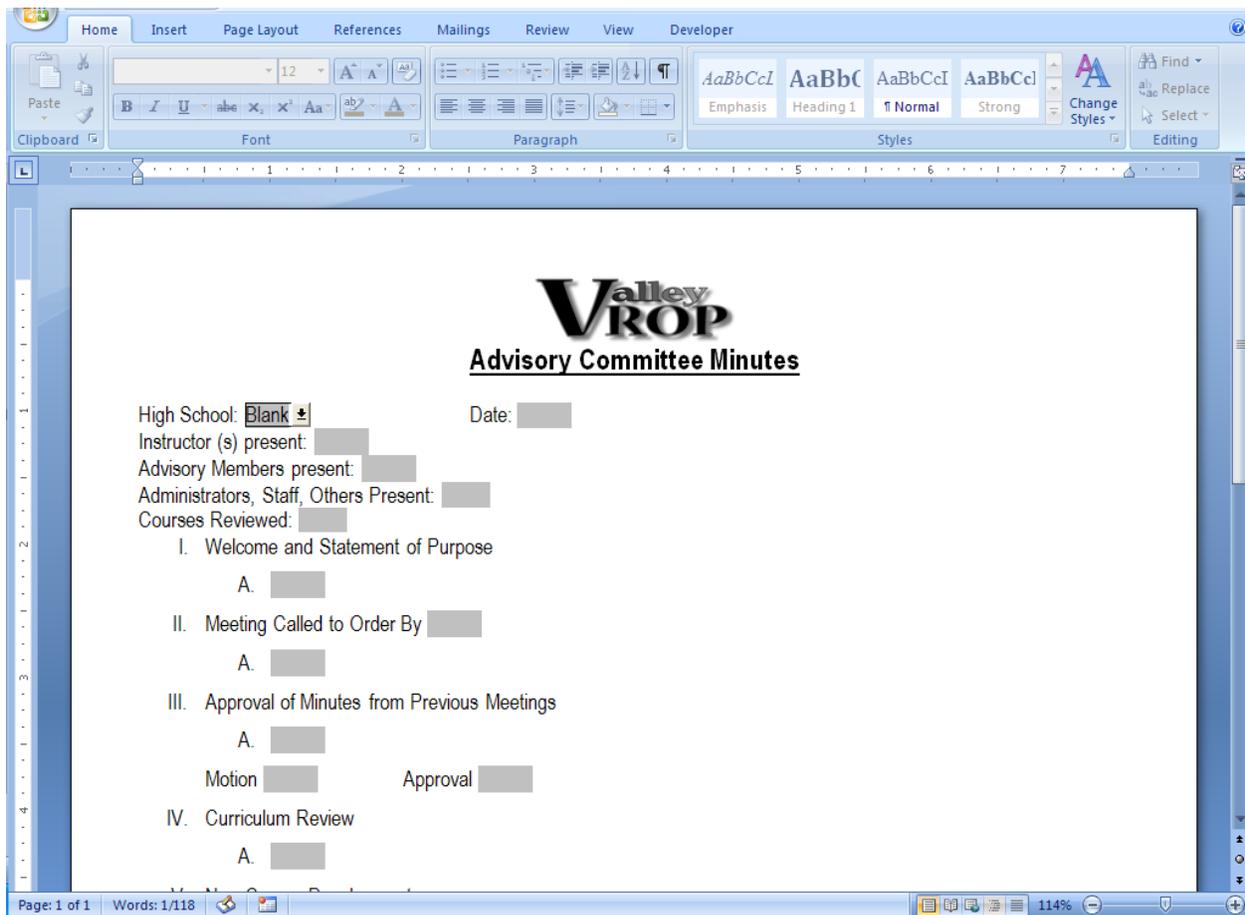
The image above shows where the Advisory Minutes Template is located in this section. The template is a Word document and you will need Word to download the file.



A dialog box will ask you if you would like to Open or Save the file. Click to Save the file and choose an appropriate location to save it on your computer.



Once you have saved the document, you can open it up in Word. The document will look like this: (this blank template can also be found in the appendix)

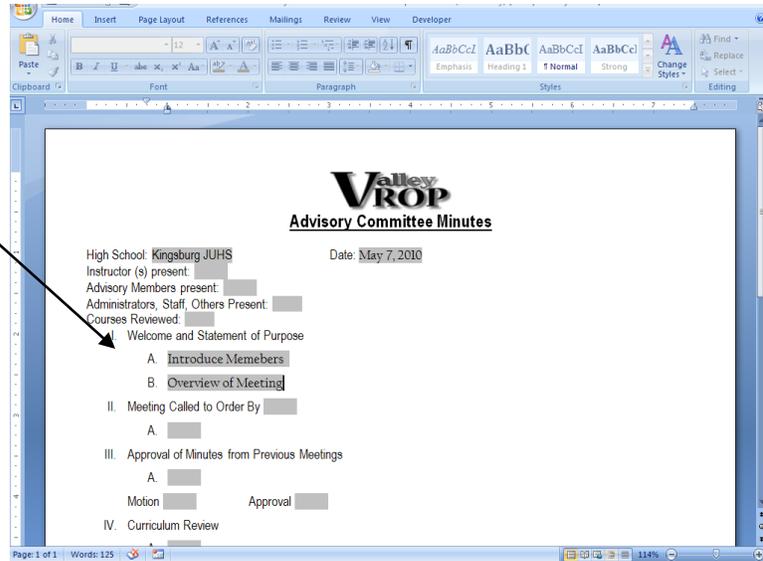


First you will need to select your high school site by clicking on the drop down arrow. Then you can use the tab or F11 key to travel to each box. Each grey box has an unlimited amount of typing area. Your text will wrap to the next line if you reach the right margin.

If you would like to add bullets in each section just hit the enter key after filling in the “A.” bullet and it will automatically enter a “B.” bullet.

Please use the Sample Minutes handout to help you fill in each area. If you have no information for a section in the minutes template, please just enter “nothing at this time” or something that notes you have nothing on that topic. **Please do not erase that section!**

Once you have completed your minutes template, save it using a distinctive and indentifying name. Examples: (Good) jones_construction_2008.doc (Bad) advisoryminutes.doc. Once it is saved simply attach the file to an email and send to the Valley ROP coordinator by the designated deadline. CDE will only accept minutes in an electronic format.



To Further Clarify:

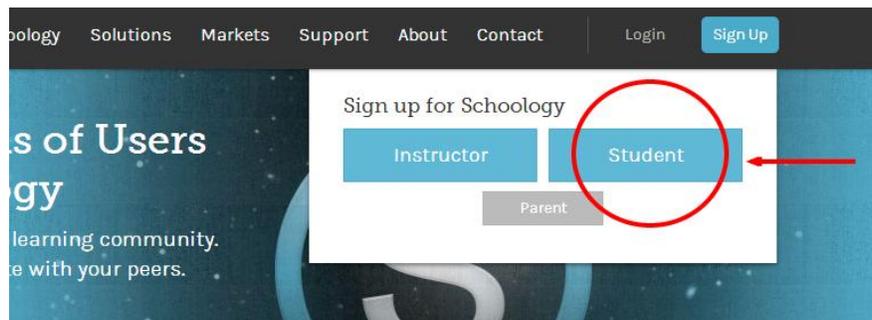
- Advisory Committee meetings are **mandated** by CDE to meet the two-year course review requirement.
- You **MUST** use the Valley ROP template.
- You **MUST** fill in each section of the template.
- The completed minutes **MUST BE SENT ELECTRONICALLY** (via email or on disk) by the designated deadline.
- Not meeting this requirement will result in a loss of course approval and funds for your course(s).

In the appendix you will find the CDE approved “Sample Minutes” (pg. 22) document that further explains what topics must, and should, be covered in your minutes. This document can also be helpful in planning your agenda.

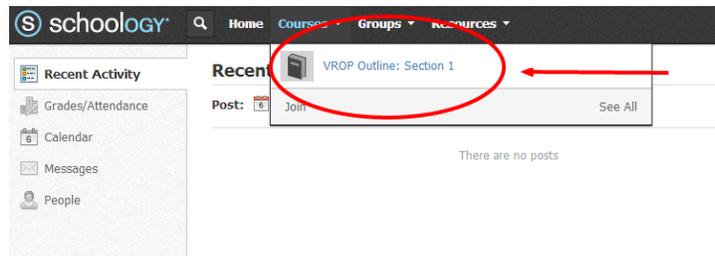
How to Upload the Advisory Meeting Minutes to Schoology.com

Once you have finished working on your minutes, these are the steps to upload them to Schoology:

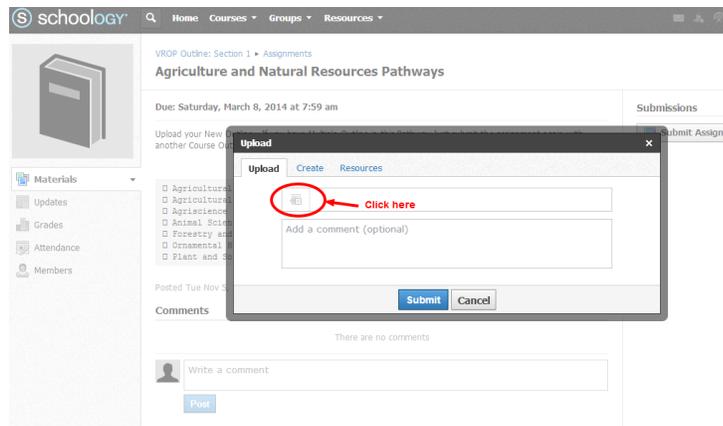
1. Save your Minutes with the year and Sector information.
(Example: 2014-15 Advisory Committee Minutes - Child Development)
 - a. Go to www.schoology.com
 - b. If you have already registered for Schoology.com in the past, log in and skip to step 4.
2. **"Sign Up"** as a **"Student"**



3. Enter this code in the Access Code Box: **2BZKW-KHXWV**
4. Click the **Courses** Tab, find the **"VROP Outline course: Section 1"**



5. Click on **"Assignments"** and find "Advisory Minutes"
6. Click on **"Submit Assignment"**



7. Upload your Minutes.
8. Valley ROP will receive a confirming email that the minutes have been uploaded.

V. Appendix

Sample Letter of Invitation

Please Note: School or Valley ROP letterhead is recommended for your correspondence. Form letter wording and format should be changed periodically in order to avoid excessive duplication and to add professionalism. Invitations should be mailed 3-4 weeks before your meeting.

<<Date>>

Dear <<Advisory Committee Member>>

Valley ROP extends an invitation to you or your representative to participate as a member of the ROP _____ Advisory Committee.

The main function of this Valley ROP Advisory Committee is to make recommendations for the improvement of the (Course) program offered by this district and the ROP. Because of your experience and knowledge, we know you can make a valuable contribution. We hope you will accept this invitation and help us work toward the continued success of our class.

Our meeting will be held on (day), (date, and year) at (time) at (place with complete address). It will last no more than two hours.

I hope you will join us. I will call you in a few days to answer any questions you may have. Please keep this letter on file for reference.

Sincerely,

<<Name>>

<<Class>> Instructor

Questions for Meeting

?? QUESTIONS YOU MAY WISH TO ASK YOURSELF ??
?? DURING AND AFTER THE MEETING ??

QUESTIONS	YES	NO	Need to Check
Have Advisory Committee activities for your program developed community understanding and support?			
Do Advisory Committee members understand what is expected of them?			
Do committee members possess adequate knowledge of the philosophy and objectives of your program?			
Are members provided information on development in Career Technical Education that affects your program?			
Have members received sufficient orientation into your program to function effectively?			
Is the committee given sufficient information and an opportunity to study and discuss the issues before making recommendations?			
Does committee membership reflect the varying or opposing viewpoints, which should be taken into consideration?			
Are committee members invited to attend ROP functions?			
Are committee meetings conducted in an impartial, parliamentary manner to allow all members to express opinions and give information?			
Is the importance of committee members' time recognized by keeping meetings on schedule and focused to the agenda?			
Are committee members presented the facts and consulted when changes are made in your program?			
Do committee members receive adequate advance notice of meetings and prompt reports of minutes?			
Are committee members included based on their expertise?			
Does the chairperson dominate or allow a member or ROP representative to dominate the meetings?			
Are thank you letters, certificates, or other methods used to express appreciation for services?			
Is there a reflection of positive support from administrators and teachers regarding the contribution advisory committees make to programs?			
Has the advisory committee been appointed solely to meet the requirements of legislation?			

Sample Meeting Notice/Agenda

(LETTERHEAD)

TO: Valley ROP Advisory Committee Members

FROM: <<Name>>, Instructor
Valley ROP _____ Course

DATE: _____

SUBJECT: Valley ROP Advisory Committee Meeting

Please mark your calendar for the next ROP Advisory Committee Meeting:

Date: (Day and year)

Time: (Starting and Ending Times)

Place: (Place)
(Address)
(Directions)

Thank you for agreeing to serve as a member of our advisory committee. You are helping to assure that Valley ROP continues to offer quality instruction to help meet the employment needs of today's business and industry.

Agenda is enclosed.

RSVP by (Date) to (Name), (Phone)

Sample Detailed Agenda

- I. Welcome and Statement of Purpose**
 - A. Welcome advisory committee members and conduct introductions
 - B. Note purpose of ROP advisory committee is to advise teachers about various elements of business/industry and to keep courses up-to-date, relevant, and geared to needs of business/industry
 - C. Note that minutes will be compiled and used as part of the CDE/CAROCP course approval process
- II. Approval of Minutes from Previous Meeting**
- III. Curriculum Review**
 - A. Instructor recommended revisions
 - B. Are there important areas of training that should be added? Omitted?
 - C. Do hours of training for each unit of instruction seem reasonable?
 - D. Does the sequence of instruction seem appropriate?
 - E. Are all the minimum competencies for entry-level employment in the occupational field included?
 - F. Is new equipment needed? Is a new textbook or software needed?
 - G. Are the job attitude and job search competencies adequate?
- IV. Certificate of Completion Competency Review (Review and Revise Certificates)**
- V. New Course Development**
 - A. New skills needed? New positions available?
 - B. Equipment
 1. Is there a need for new equipment? What amount?
 2. Is operation of new equipment necessary to obtain employment?
 3. Is there a need to replace old or outdated equipment?
- VI. Labor Market**
 - A. What are the major local employment trends in the industry?
 - B. Are there new or emerging occupations in this field?
 - C. Are the educational requirements for employment in the field changing?
 - D. Are there recent articles or publications that provide information about occupations in this field?
- VII. Facility**
 - A. Is the facility adequate for the training program?
 - B. How could the facility be improved to meet the needs of the program?
- VIII. Articulations/U-C Approved/Academic Integration**
 - A. Is the course articulated? If yes, how? 2+2? Unitrack?
 - B. Is the course U-C approved as electives?
 - C. Have Academic Standards been incorporated?
 - D. Have CTE Standards been incorporated?
- IX. Other**
- X. Schedule of Next Meeting**

(Set date and time of next meeting)
- XI. Adjournment.** Thank advisory committee members for their time and advice.

Valley ROP Advisory Committee Minutes Template

High School:

Date:

Instructor(s) Present:

Advisory Members Present:

Administrators, Staff, Others Present:

Courses Reviewed:

- I. Welcome and Statement of Purpose
 - A.
- II. Meeting Called to Order By
 - A.
- III. Approval of Minutes from Previous Meetings
 - A.
Motion Approval
- IV. Curriculum Review
 - A.
- V. New Course Development
 - A.
- VI. Labor Market
 - A.
- VII. Articulations/U-C Approved/Academic Integration
 - A.
- VIII. Suggestions & Recommendations
 - A.
- IX. Other
 - A.
- X. Motion to Continue Program/Approve Curriculum
 - A.
Motion Approval
- XI. Schedule (date) of Next Meeting and time:
- XII. Adjournment time:
- XIII. Name of Person Taking/Preparing Minutes

CDE Sample Minutes
ADVISORY COMMITTEES

Title V, Section 11504. Course Appropriateness and Criteria for Course Approval. There is evidence that use is being made of subject area advisory committees in determining courses appropriate for Regional Occupational Centers or Regional Occupational Programs. Note that advisory committee minutes provide this evidence.

CHECKLIST FOR ADVISORY COMMITTEE MIUTES

Purpose of Meeting

The main function of the Advisory Committee is to provide up-to-date information on current trends and technologies and to make recommendations for the development or improvement of the program. An advisory committee member speaks on behalf of employers from a specific career-technical area.

Note: The purpose of the meeting should be included on the meeting agenda, should be stated at the opening of a meeting and restated in the minutes.

Full Identification of Business/ Industry Members Present

The minutes include a listing, complete with full name, title, and name of business, of each advisory committee member participating in the meeting. Through the use of technology (virtual, e-based), meeting participation can be accomplished in several ways including teleconference, conference call, online connection, as well as being physically present at a scheduled meeting location. However, note that a log of separate conversations either by phone or in person is not considered an advisory committee meeting in that it lacks the protocol for committee decision making. Individual communications can be taken into decision-making consideration, but Committee decisions must be made and documented from a face-to-face meeting. Advisory Committee minutes must reflect that a majority of the members in attendance represent the career-technical area for which instruction is given.

Example:

List of business/advisory members present:

*Carla Ames, Owner, Kid's World Child Care Center, Inc., Reedley
Cathy Boetcher, Director, Growth & Opportunity, Inc., Fresno
Margarita Carrillo-Gaitan, Coordinator, Project Head Start, Fresno
Connie Espinosa, Regional Trainer/Coordinator, PITC Region V, Fresno
Mike Loya, Director, Pre-School Academy, Reedley
Cindy Walling, Director, Goldsmith Seeds Child Care Center, Parlier*

List of ROCP Teachers, Administrators, Staff, Ad Hoc Members and Others Present

The minutes should include a listing, complete with full name and job title of attendees other than those listed as Advisory members. **Note:** The listing is not considered part of the voting membership of the advisory committee.

Meeting Called to Order by <<Name>>

Include full name of person chairing the meeting, the date and time of meeting, and location.

Approval/Review of Minutes

Recommendations from the previous meeting as presented in the minutes should be noted. A copy of the last meeting minutes should be attached.

Example: Lynn Smith recommended approval of the Spring 2004 minutes as submitted.

Curriculum Review

The minutes reflect that course materials, including a copy of the current course outline(s), were made available to advisory committee members.

Status of Previous Recommendations. Specific recommendations made at a previous meeting are identified and status or action taken is noted.

Member Input. Provide summary detail about pertinent comments or recommendations contributed during the meeting. Minutes should reflect actual points of discussion regarding the course outline and curriculum.

Example: Vernon Gates, South City College Police Department, suggested a unit on specialized law enforcement-related occupations within the career literacy section, where students could hear about jobs such as parks/fish and game wardens, DMV security, airport and school police, and port police.

Course Descriptions within Curriculum

Job Titles. Advisory members review the titles listed and make recommendations for additions or deletions. Revisions should be noted in the minutes.

Example: Lane Wilson, Special Agent, DEA, suggested adding customs officers to the list.

Course Outline and Hours of Instruction. Any revisions recommended by the Advisory members require a formal motion for approval. The details of the vote are included in the minutes.

Example: Advisory Committee members present at the meeting voted unanimously to approve the revised course outline and a total of 360 hours of instruction for Child Development as presented.

Training Plans for Community Classroom (CC) and/or Cooperative Vocational Education (CVE).

The appropriate ROCP Instructor provides an overview and example of the mandated joint venture training agreement and plan, including student responsibilities, parent/guardian responsibilities where appropriate, employer responsibilities and ROCP responsibility. Minutes reflect this discussion.

Instructional Materials. Advisory Committee members may be asked to provide input about instructional materials including but not limited to texts, videos, and software. Time may be taken at the advisory committee meeting for review of such materials. The details of the input or review should be noted in the minutes with specific titles and dates of publication or release provided.

Example: Susan Rozas, Dental Assistant Instructor, demonstrated the newly purchased interactive program for checking students charting skills.

Equipment. Specific recommendations made by advisory committee members are noted.

Example: John Trent, ROC Coordinator, raised a question about testing equipment to which students should expose. Business representatives replied that pent scanner and satellite analyzers are standards in the networking industry.

New Course Development

If the course is new, minutes reflect extensive, in-depth discussion by industry advisors of course content, including appropriate job titles and competencies to be mastered (both academic and industry-specific); local labor market needs; related course offerings; area training programs already offering classes; and career pathways. Minutes should also show final approval of the course outline with motion and second y industry advisors.

Example: The motion by Tom Ross, Showtime Director, seconded by Tina Lee, Video Productions Coordinator, to approve the new course outline for Audio-Video Publishing was passed unanimously by advisory committee members present at the meeting.

Articulation (2+2+2) Review/ U-C Approval

If applicable, discussion should occur regarding possibility of articulation of courses. Status of currently articulated courses should be discussed.

❑ Labor Market Information & Future Trends

A review of the current **local** and state labor market information is provided either in summary narrative form or by the addition of handout material(s) that have been distributed. Current salary ranges for the occupations or career clusters aligned with each of the programs should be supplied along with the labor market data. This up-to-date information is reflected in the minutes, or as an attachment to the minutes. For current information, go to: www.labormarketinfo.edd.ca.gov. Go to Local Area Profile, click on Fresno County, scroll down to Projections of Employment.

Example: The current labor market information distributed showed a high demand for network technicians. Gary Mitchell, Amerlink Corporation, estimated that in the next two years there is a need for 3,000 technicians in positions connected to several different aspects of the industry.

❑ Placement/Continuing Education Update

Discussion from advisory committee members is reflected in the minutes regarding their hiring of graduates or potential for hiring. The ROCP instructor will report on current placement data for the program, and the detail will be in the minutes or included as an attachment.

Example: Bruce Lee, Network Cable Technology Instructor, indicated that 12 out of 20 students in the current program have jobs waiting for them upon graduation.

❑ Suggestions & Recommendations

Note other advice given by advisory committee members. Document in minutes advisory committee participation in the classroom as guest speakers or interviews for mock interviews.

Example: Don Speciale, Amerlink Operations Manager, indicated that he would like to visit classes and talk to network cable technology students.

❑ Motion to Continue Program/Approve Curriculum

Document to complete detail of this action including the name of the advisory committee member who made the motion, the second, and how the total advisory committee membership present, or connected for the meeting voted. State clearly in the minutes whether the motion was carried or not carried. **Note:** *ROCP instructors, administrators, or staffs are not included in this vote.*

Example: The motion to continue the Computer Business Applications program was made by Melissa Dale, City Human Resources Director and seconded by Jeff Strematz, Manpower. All ten business advisory members present voted in favor of the motion.

Next Meeting

IF a date, time and location for the next meeting are set, list the information prominently at the end of the minutes.

Example: The Computer Business Applications Advisory Committee will meet again on Thursday, May 3, 2004, from 4:30 – 6:00 p.m. at the Manpower office, address.

Thank you and Adjournment (list time)

Example: The meeting was closed at 6:00 p.m. with appreciation expressed to the advisory committee members for their willingness to serve in this capacity and provide much needed advice for the program.

Name of Person Taking/Preparing Minutes

Example: Minutes prepared by Joan Smith, South County ROP

Date Prepared: _____.

Sample Thank You Letter

(LETTERHEAD)

<<Date>>

<<Name>>

<<Address>>

<<City>>

Dear _____,

Thank you for serving on the Valley ROP _____ Advisory Committee. Your contributions and enthusiasm are most helpful and will assist us in improving our program.

It is a pleasure to have members from the business/industry community who are willing to contribute meaningful input and support to the career technical education programs offered by Valley ROP.

Enclosed are the minutes of the advisory committee meeting for your review.

Again, I want to thank you for your recommendations, time and effort in serving on this committee. I look forward to your continuing support.

If I may be of help to you or your business, please feel free to call me.

Sincerely,

<<Name>>

<<Phone>>

Enclosure