MTC MANATEE TECHNICAL COLLEGE

Program Advisory Committee Handbook

For

Career and Technical Education Program

January 2024

Program Advisory Committee Handbook Overview

This publication contains guidelines for Career and Technical Education (CTE) program advisory committees as they work to improve CTE programs.

The Manatee Technical College (MTC) Program Advisory Committee Handbook (Handbook) details key roles of program advisory committees and offers a general process to follow, as well as templates. The information contained within the Handbook has been designed to help facilitate communication and to enhance the program advisory committee.

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Program Advisory Committees

Program advisory committees are a required component for Council on Occupational Education approved CTE programs. Expertise of individuals from related business and industry play an essential role in providing high-quality CTE programs; in addition to fostering the development of a trained and educated workforce.

The primary purpose of a program advisory committee is to serve as a resource and a connection to the workplace for CTE teachers, administrators, and students. The CTE program advisory committees guide the MTC CTE program with planning, development, implementation, operation, promotion, evaluation, and maintenance that result in continuous program improvement. A program advisory committee defines the following:

- Business and industry processes, equipment, and replication of work environments

- Provide related work-based learning (WBL) experiences for students

- Worker knowledge and skill needs

- Workforce needs for employers

- Professional development opportunities

- Create a plan for safety training in the classroom and in WBL settings

A program advisory committee includes representatives from the appropriate program-specific business, industry, and postsecondary representation. (Administrators, counselors, students, academic teachers, or a Special Populations (SPOPS) coordinator may be non-voting members.) The program advisory committee majority membership must be from local or area business and industry. Program advisory committee members may offer assistance in the classroom with activities and program requirements.

A minimum of three external program advisory committee members from the appropriate program-specific business and industry, not employees of MTC, must attend the advisory committee meeting in order for it to be recognized as a legitimate meeting. If this requirement is not met, an additional program advisory committee meeting must be held.

A program advisory committee must meet *twice each school year*; however, more frequent meetings may be needed. Each CTE program must have a local program advisory committee. It may be advantageous for identical CTE programs to operate a collaborative program advisory committee, with industry representatives from each campus. An outline of tips for instructors can be found in Appendix F.

The program advisory committee chairperson MUST be from business/industry.

Selecting Program Advisory Committee Members

Program advisory committees must include representatives from the appropriate program-specific business, industry, and postsecondary representation. Representation on the committee should reflect persons from all genders, and racial and ethnic minorities represented within the community.

Additional non-voting members may include administrators, counselors, students, academic teachers, or a SPOPS coordinator.

Member Selection

The CTE instructor, CTE/school administrator, and current program advisory committee members should identify potential candidates. Potential program advisory committee members must meet the following requirements:

- Industry experts who can provide substantive input relative to the program as a whole

- From the geographical area ("representative service area")

- Cannot be employees of the institution (staff, faculty, administrators)

- Cannot have relation to employees of the institution (e.g. family members)

- Cannot have any financial interest in the institution

- From the geographical area ("representative service area")

- External members must be from different businesses/companies. Can have two from the same organization but they would not count as two external members if attending the same meeting.

A letter should be sent to potential members notifying them of the goals and purpose of the committee and offering them the opportunity to serve as a member (see Appendix A).

A telephone call should be made to the potential member to determine their availability and willingness to serve.

NOTE: It is sometimes more effective to make a personal contact before sending the letter.

Terms of Service

Program advisory committee member terms should be established. This promotes a continuous flow of new ideas that help keep the committee's advice current and relevant. The most common organization is a three-year term of service, staggered so that one-third of the membership is replaced each year.

Organizing rotating terms offers the following advantages:

- Terms are long enough for members to become thoroughly familiar with

- the committee's purpose and potential.

- Members in the second or third year of their terms have the benefit of experience, while newly appointed members add fresh ideas and perspectives.

- Members are more likely to give their time freely when the term of service is predetermined.

Teachers are encouraged to update program advisory committee membership and recruit new members periodically. They should also encourage effective program advisory committee members to serve consecutive terms.

Please refer to Appendix B for sample letter of appointment.

Please refer to Appendix G for a sample of the Advisory Committee roster.

Role of Program Advisory Committee

Program advisory committees perform a wide variety of functions. Program advisory committee members serve without pay, and their role is to provide advice and input on the program. They have no legal status to change or implement policy. Teachers should work with program advisory committee chairs to determine appropriate topics and input needed on an annual basis. The following lists include activities that may provide direction on how a program advisory committee helps to improve CTE programs.

Support Curriculum and Instruction

- Evaluate the relevancy of curriculum and instruction

- Identify current curricula methodologies and leading-edge industry/business technologies

- Help ensure MTC and your program is continually fulfilling its mission

- Compare course content with occupational competencies and tasks

- Analyze course content and sequence for relevance

- Assist in developing and validating skills tests

- Identify postsecondary and or industry recognized credentials which reflect the standards learned and can be obtained by students in the program

- Advise on local labor market needs and trends

- Review and recommend instructional materials

- Recommend safety policies and procedures

- Promote and assist in maintaining quality programs

- Review curriculum to ensure that it meets business needs and industry standards

- Assist with incorporating employability skills in the curriculum

- Review technology standards in the curriculum

- Provide support to the implementation of program standards

- Provide input on all aspects of the industry

- Provide hands-on WBL and internship opportunities

Assist with Program Review

- Review and recommend appropriate program curriculum materials, and supplies

- Participate in program evaluation

- Review program safety training

- Review student performance standards

- Assess, recommend, and/or provide equipment and facilities to replicate industry

- Identify industry credentials that align with the program standards

- Review student follow-up reports

- Conduct community and occupational surveys

- Identify new and emerging occupations

- Participate in long-term planning

- Assist in planning for program improvement

Assist with Recruitment and Job Placement

- Notify program instructors of job openings for students

- Provide feedback on expectations of new hires/graduates (skills, activities, behaviors)

- Provide work experiences, internships/externships, apprenticeships, work/study, or WBL opportunities for students

- Assist students to develop resumes and interview skills

- Develop strategies to recruit non-traditional students and expand placement opportunities

- Assist in identifying additional WBL experiences

- Identify industry recognized credentials that could lead to employment

Provide Staff Development

- Invite CTE instructors to participate in industry professional development activities

- Provide instructors with retraining/back-to-industry and summer opportunities for technical upgrading

- Support staff attendance at conferences

- Conduct workplace tours

Support Community/Public Relations

- Promote the CTE program to employers, communities, and the media

- Assist in recognizing outstanding students, teachers, and community leaders

- Attend open houses to expose the community to the many opportunities and activities for students in the program

- Assist in developing a marketing plan which reflects nondiscriminatory school policy and promotes a diverse student population in the program

Identify Resources

- Provide tours and field trips, job shadowing experiences, and speakers

- Leverage community resources and facilitate community partnerships

- Provide input on program budget, facilities, and equipment needs

Support Legislation

- Advocate for CTE programs with legislators

- Arrange tours of CTE programs for legislators

- Involve legislators in CTE program events

- Support local millage to enhance CTE programs

Responsibilities of the Career and Technical Education Instructor

The duties of CTE instructor include:

- Facilitate meeting arrangements

- Recruit potential program advisory committee members

- Provide a CTE program overview to program advisory committee members annually

- Inform committee members of program needs

- Notify committee members of future plans

- Prepare materials to support the assigned agenda for program advisory committee meetings (see Appendix C) as well as prepare any additional program related agenda items in consultation with the chairperson and/or MTC assistant director

- Maintain records of committee roster, agenda, and minutes of meeting

- Distribute committee minutes within two weeks to the MTC assistant directors and advisory committee membership for review and action

- Provide copies of committee roster, minutes, approved mission statement, and employer program verification form to the designated individual at each campus

- Foster communication with committee members via email, phone, and/or personal visits to business sites

- Encourage participation of business and industry partners in the CTE classroom and program (see Appendix D)

- Assure "All Aspects of the Industry" are included in the curriculum/program

- Nominate program advisory committee members to participate in review and revision of related CTE program standards, as requested

- Invite program advisory committee members to evaluate student performance on skills testing

- Request program advisory committee members to provide WBL opportunities for students

Responsibilities of the Program Advisory Committee Chairperson

The role of the committee's chairperson is to provide direction and to serve as a spokesperson for the program advisory committee. The chairperson of the committee must be an individual from business and industry, who possesses knowledge of the needs of the program related business and industry. This person should serve a minimum of one school year and be appointed/ reappointed annually (usually at the first meeting of the school year).

The duties of the chairperson include:

- Coordinate the planning and developing of agenda items that are over and above the required COE agenda items for each meeting with the MTC instructor

- Preside at committee meetings, giving members the opportunity to express their opinions, give advice, and make recommendations

- Provide input, when appropriate, to the MTC director and assistant directors regarding the committee's findings and recommendations

- Serve as the spokesperson for the committee in meetings with MTC school administrators, as necessary

The duties of the co-chairperson include:

- Facilitate the meetings in the chairperson's absence

Responsibilities of the Career and Technical Education School Administrator

The administrator must provide leadership in establishing and maintaining program advisory committees and give the necessary support and assistance to CTE instructors as they carry out their duties and responsibilities.

Realizing the important contributions that business and industry participants can make to improve the total education process, the CTE school assistant director should place a high priority on program advisory committees.

The duties of the CTE school assistant director include:

- Meet with the program advisory committees as necessary

- Review the program advisory committee minutes

- Respond to program advisory committee recommendations

- Monitor CTE programs to assure compliance with Council on Occupational Education program advisory committee requirements; including two meetings annually

- Facilitate program advisory committee meetings, as needed

- Ensure committee members are recognized and thanked for their participation (see Appendix E)

- Assist CTE instructors in identifying potential program advisory committee members

- Assist the CTE instructor in informing the school board and other administration members of the committee recommendations and future plan for the program

Appendix A

Sample Letter of Invitation to Join Program Advisory Committee

MANATEE TECHNICAL COLLEGE — **ManateeTech.edu**

[Date]

[Name], [Title]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Manatee Technical College is seeking advice and assistance from key business and industry partners to keep our state-approved Career and Technical Education (CTE) programs relevant. You have been identified as an individual with expertise in the [CTE Program Name] area.

We would like to invite you to become a member of our [CTE Program Name] advisory committee, which meets two times a year. The purpose of the advisory committee is to provide assistance and recommendations for the continuous improvement of our CTE program.

We are looking forward to working with you and the other advisory committee members. We will be contacting you with more details. Feel free to contact [Appropriate Contact Person Name] at [Phone/Email].

Thank you for your consideration. Sincerely,

[Appropriate Signature]

[Name of Administrator and/or Teacher] [Title]

Main Campus
6305 State Road 70 East
Bradenton, FL 34203
941.751.7900

East Campus
5520 Lakewood Ranch Blvd.
Bradenton, FL 34211
941.752.8100

Appendix B

Sample Letter of Appointment to Program Advisory Committee

MTC MANATEE TECHNICAL COLLEGE   ManateeTech.edu

[Date]

[Name], [Title]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

Thank you for your willingness to serve on [Committee Name] advisory committee.

This letter is to inform you that your appointment to the [Committee Name] Program Advisory Committee is effective beginning [Month] [Year], and ending [Month] [Year].

The [First/Next] meeting of the committee will be held at [Place], in [Room Number], on [Date], at [Time].

We wish to thank you for accepting this committee appointment. We appreciate your willingness to assist us in supporting career and technical education opportunities for students in our community.

[Note any enclosures and add any specific information to such as parking, security, etc.]

Sincerely,

[Appropriate Signature]

[Name of Administrator and/or Chair of Committee] [Title]

cc: [Appointee's Supervisor]

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6305 State Road 70 East
Bradenton, FL 34203
941.751.7900

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Bradenton, FL 34211
941.752.8100

Appendix C

1st Annual Advisory Committee Meeting Agenda

Program:

Meeting Date:

- Call to Order, Welcome, Introductions

- Review & Approve Previous Advisory Committee Meeting Minutes

- Elect Chair and Co-Chair for the {CURRENT} School Year

- Old Business

  o Review and Discussion

    ▪ {PREVIOUS} School Year COE Completion, Placement, and Licensure data

    ▪ Program Exit Interview Data

  o Review and Approve Program Mission Statement

  o Review and Approve Employer Program Verification Forms

  o Review and Discuss

    ▪ Methods of Student Evaluations

    ▪ Sequence of Instruction

    ▪ Job Related Health and Safety

    ▪ Essential Occupational Skills

    ▪ Work-Based Learning

    ▪ Graduation Requirements

- New Business / Program Business

- Adjourn

2ⁿᵈ **Annual Advisory Committee Meeting Agenda**

Program:

Meeting Date:

- Call to Order, Welcome, Introductions

- Review & Approve Previous Advisory Committee Meeting Minutes

- Old Business

    o Review and Discussion

        ▪ Program Equipment Adequacy and Recommendations

        ▪ Program Media Resources

        ▪ Program Exit Interview data submitted {Current School Year, first semester dates}

        ▪ {Next School Year} Draft FLDOE Curriculum Framework, Program Syllabus, Lesson Plans

        ▪ Lab-fee Budget and Fee Schedule Information Sheet

- New Business / Program Business

- Adjourn

Appendix D

Sample Invitation to Business Partners to Present in the Classroom

MTC MANATEE TECHNICAL COLLEGE   **ManateeTech.edu**

[Date]

[Name], [Title]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Name]:

One of my goals this year is to provide students with relevant lessons presented by professionals in [Program Area]. Learning about [Topic] from someone in the field would offer more depth and significance for students than a traditional lesson. Because of your expertise, I would like to invite you to talk to my students about [Topic].

I will call you to schedule details and discuss equipment needs, as well as any preliminary knowledge students need.

Thank you in advance for sharing your time and experience. Sincerely,

[Appropriate Signature]

[CTE Instructor's Name]

[Email Address]

[Phone Number]

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6305 State Road 70 East
Bradenton, FL 34203
941.751.7900

East Campus
5520 Lakewood Ranch Blvd.
Bradenton, FL 34211
941.752.8100

Appendix E

Recognition of Program Advisory Committee Members

The following strategies and techniques may be used to reward and recognize members:

1. Publicly recognize members by name and introduce them at meetings.

2. Send a letter of appreciation to the program advisory member's

   supervisor.

3. Issue press releases to the media, announcing member appointments.

4. Send personal letters of appreciation upon completion of tasks at the conclusion of the terms of service.

5. Award members a framed certificate of appreciation or plaque at the conclusion of their service.

6. Recognize the contributions of individual members or subcommittees in the media.

7. Invite members to program events, such as student banquets, competitions, or graduation.

8. Display members' names in classroom.

9. Recognize program advisory committee members at Open Houses and/or Program Events.

10. Place a banner or company logo from committee members in the classroom.

Appendix F

Tips for Instructors Working with Program Advisory Committees

- Determine the preferred method of communication of each member.

- Review the agenda prior to a meeting and consult the chairperson for input.

- Ensure meetings are a forum for input from business and industry, and postsecondary.

- Meet often enough to establish working relationships and accomplish work plans.

- Foster communication about program specific topics at meetings.

- Follow-up on recommendations from program advisory committee members and communicate the results to them.

- Encourage members to visit the program and/or facilitate a student meeting for an open question-and-answer session with students.

- Avoid asking members to complete work that can be handled by school staff.

- Keep members informed of current and pending legislation affecting CTE.

- Send reminder announcements of meetings one month in advance.

- Send agendas out two weeks in advance of meetings and call or email members the day before the meeting.

- Ensure meetings do not last more than 90 minutes. Use agendas effectively.

- Disseminate minutes within two weeks after meetings.

- Provide members with current committee rosters. Keep rosters revised and current.

- Replace inactive members. Ask current members to recommend new members.

- If issues that require immediate attention arise, meet individually or with at least two or three members at a time.

- Keep the committee active. Continually solicit and consider its advice.

- Publicly recognize program advisory committee members.

Appendix G

Example Advisory Committee Roster

MM MEMBER LAST NAME	BUSINESS NAME	BUSINESS TITLE	STREET ADDRESS	CITY, ZIP CODE	PHONE CONTACT	EMAIL ADDRESS	MEMBER, GUEST, CHAIR	ACTIVE or INACTIVE
	MANATEE TECHNICAL COLLEGE ADVISORY COMMITTEE ROSTER - 2023-2024							
Lee, Bill	Professional Automotive Service	Owner	4706 US 41 North	Palmetto 34221	(941)		Chair	Active
Bartholomew, Fred	Gettel Automotive Group	Service Director	5959 E SR 64	Bradenton 34208	(813)		Co-Chair	Active
Alonso, Roberto	Cox Chevrolet	Service Manager	2900 Cortez Road	Bradenton 34207	941)7		Member	Active
Curry, Jason	Cox Mazda	Service Manager	3101 Cortez Rd W	Bradenton 34207	(941)		Guest	Active
Dixon, Matt	Subaru of America-Training	Training Manager	1801 Penn St, Ste 103	Melbourne 32901	(618)		Member	Active
George, Jill	Gettel Hyundai of Lakewood	Service Manager	5921 East SR 64	Bradenton 34208	(941)		Member	Active
Gorrill, Jack	Gettel Toyota of Lakewood	Service Manager	5959 E SR 64	Bradenton 34208	(941)		Guest	Active
Marriott, Bud	Gettel Kia of Bradenton	Service Manager	6423 - 14th St W	Bradenton 34207	(941)		Guest	Active
Sanders, Chris	Nissan of Bradenton	Service Manager	1611 Cortez Rd W	Bradenton 34207	(404)		Guest	Active
Schwarzman, Randy	Conley Buick GMC Subaru	Service Manager	800 Cortez Rd West	Bradenton 34208	(941)		Guest	Active
Stevens, Dustin	Nissan of Bradenton	Service Manager	1611 Cortez Rd W	Bradenton 34207	(941)		Member	Active
Trinci, Jane	Callaghan Tire	Service Manager	4421 - 12th St Ct E	Bradenton 34203	(941)		Member	Active
White, Steve	Steve White's Auto Service Inc.	Owner	824 - 8th Ave West	Palmetto 34221	(941)		Member	Active
Gineo, Russell	Matthews Currie Ford	Service Manager	130 N Tamiami Trail	Nokomis 34275	(941)		Member	Active
French, Matt	Cox Chevrolet	Service	2900 Cortez Road	Bradenton 34207	941)7		Guest	Active
Peachey, Matthew	Gettel Kia of Bradenton	Service	6423 - 14th St W	Bradenton 34207	(941)		Guest	Active
Bostrom, Tracey	Coke Florida		9102 Sabal Industrial Blvd	Tampa 33619			Member	Active
Flint, R.C.	Hendrick Honda Bradenton	Service Manager	5515 - 14th St W	Bradenton 34207	(941)		Member	Active
Fonseca, John	Conley Buick GMC Subaru	Service Manager	800 Cortez Rd West	Bradenton 34208	(941)		Member	Active
Hall, Bobby	Hendrick Honda Bradenton	Service Manager	5515 - 14th St W	Bradenton 34207	(941)		Member	Active
Knisly, Dave	Firkins Chrysler Dodge Jeep	Service Manager	2700 1st St	Bradenton 34208	(941)		Guest	Active
Murray, Steve	Sunset Cadillac of Bradenton	Service Manager	4780 - 14th St W	Bradenton 34207	(941)		Guest	Active
Padgett, Jim	Snap-On Education		23548 Bellaire Loop	Land O Lakes 34639	(813)		Member	Active
Warner, Evan	Gettel Toyota of Bradenton	Service Manager	6423 - 14th St W	Bradenton 34207	(941)		Member	Active
Infante, Jesse	Coke Florida		9102 Sabal Industrial Blvd	Tampa 33619			Member	Active

Automotive Service Technician

Appendix H

Template for Program Advisory Committee Meeting Minutes

1st Annual Advisory Committee Review

{CURRENT} School Year

Program:

Date:

Attendance

- **Members present –** *List names and company affiliation of member. Indicate NEW members with an asterisk ***

- **Members absent –** *List names and company affiliation of member. Indicate RESIGNED members since last meeting with an asterisk ***

- **MTC staff present –** *List names separately from members.*

- **Guests present: -** *List names and company affiliation separately from members & staff*

Approval of Previous Advisory Committee Meeting Minutes

Previous Advisory Meeting Date:

Minutes Approved   __   Revisions Required   __

Comments:

- Committee elects _____ as Chair for the {CURRENT} School Year
- Committee elects _____ as Co-Chair for the {CURRENT} School Year

Old Business

1. The committee reviewed the program's completion and placement date for the 2022-2023 School Year as reported on the Final COE Report.

   Yes   __   No   __

   Comments/Suggestions:

2. The committee reviewed "Exit Interviews" submitted March-June {PREVIOUS CALENDAR YEAR} by program completers during the {PREVIOUS} School Year, plus any submitted August-October {PREVIOUS CALENDAR YEAR} (by {CURRENT} School Year program completers).

   Yes   __   No   __

   Comments/Suggestions:

3. The committee reviewed the program's Mission Statement and found it to be congruent with MTC's Mission Statement *(Program's Mission Statement to be signed by (3) Advisory Members plus the "Program Coordinator" aka Lead Instructor.) (Aligns with COE Standard 2, objective 2.A.01, criterion 2.A.01)*

   Yes   __   No   __

   Comments/Suggestions:

4. The committee reviewed the Employer Program Verification Form (EPVF) . The EPVF is to be completed and signed by three (3) "Potential Employers" as to the region's accepted salary range (low-to-high) which can likely be expected by this program's completers. (*Aligns with COE Standard 2, objective 2-A-5, criterion 2.A.9)*

   Yes   __   No   __

   Comments/Suggestions:

5. The committee reviewed the methods of student evaluations (ex: competency tests, etc.) and found they are systematic and equitable methods based on the objectives and content of the curriculum frameworks and reflect established professional and practice-based competencies. (*Aligns with COE Standard 2, objective 2-A-2, criterion 2.A.5 and COE Standard 2, objective 2-C-7, criterion 2.C.12)*

Yes __ No __

Comments/Suggestions:

6. The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes and assures that students are provided with sufficient opportunities to practice and gain competency with specific skills required for successful completion of the program. (*Aligns with COE Standard 2, objective 2-C-3, criterion 2.C.3)*

Yes __ No __

Comments/Suggestions:

7. The committee reviewed and agreed that job-related health, safety, and fire-prevention are an integral part of instruction and are incorporated into curricula as is appropriate to the occupation. (*Aligns with COE Standard 2, objective 2-C-5, criterion 2.C.10)*

Yes __ No __

Comments/Suggestions:

8. The committee reviewed and discussed the conceptional skills essential to success in the occupation, including job knowledge, work habits, employability skills, and attitudes. *(Aligns with COE Standard 2, objective 2-C-2 and 2-C-4, criterion 2.C.2)*

Yes __ No __

Comments/Suggestions:

9. The committee discussed "work-based learning" opportunities. *(Aligns with COE Standard2, objective 2.E, criteria 1-7)*

Yes ___ No ___

Comments/Suggestions:

10. The committee discussed the level of skills and/or proficiency required for completion of the program and assessed program graduation requirements as an indicator of the level of completer preparedness. (*Aligns with COE Standard 2, objective 2-B-4, criterion 2.B.9)*

Yes ___ No ___

Comments/Suggestions:

New Business/Program Business

Adjourn

Final meeting minutes were prepared by: _____ Date:_____

2nd Annual Advisory Committee

MANATEE TECHNICAL COLLEGE

Review {CURRENT} School Year

Program:

Date:

Attendance

- **Members present –** *List names and company affiliation of member. Indicate NEW members with an asterisk ***

- **Members absent –** *List names and company affiliation of member. Indicate RESIGNED members since last meeting with an asterisk ***

- **MTC staff present –** *List names separately from members.*

- **Guests present: -** *List names and company affiliation separately from members & staff*

Approval of Previous Advisory Committee Meeting Minutes

Previous Advisory Meeting Date:

Minutes Approved   __   Revisions Required   __

Comments:

Old Business

1. The committee reviewed the program's equipment and found it to be adequate and/or recommends purchases. (Any and all recommendations must be submitted to the appropriate administrator) *(Aligns with COE Standard 2, objective 2.C.4, 2.C.6, and 2.C8, criterion 2.C.9, and COE Standard 5, objective 5.1 and 5.2, criterion 2.B.3)*

   Yes   __   No   __

   Comments/Suggestions:

2. The committee reviewed the program's media resources and found them to be adequate or made recommendations. *(Aligns with COE Standard 5, objective 5.1 and 5.2, criteria 5.A.3, 5.A.7, 5.A.10, 5.A.11, 5.A.14, and 5.B.3)*

   Yes   __   No   __

   Comments/Suggestions:

3. The committee reviewed {CURRENT} School Year "Exit Interviews" submitted by students who completed this program since August (and into current month) - Please see Colleen Maynard for report.

   Yes   __   No   __

   Comments/Suggestions:

4. The committee reviewed the FLDOE Curriculum frameworks, program syllabus, and lesson plans for the next School Year.

Yes   __   No   __

    a. Significant FLDOE changes from current curriculum frameworks and discussed them.

       (Aligns with COE Standard 2, objective 2.A.1, criterion 2.A.4)

       Yes   __   No   __

       Comments/Suggestions:

    b. Objectives are clearly stated in curriculum frameworks and are reflected in program syllabus and lesson plans. *(Aligns with COE Standard 2, objective 2.A.1, criterion 2.A.4)*

       Yes   __   No   __

       Comments/Suggestions:

    c. The committee reviewed the program's academic calendar and determined the program length is adequate **to meet the requirements for entry level employees.** *(Alings with COE Standard 2, objective 2.A.5, criterion 2.A.9)*

       Yes   __   No   __

       Comments/Suggestions:

d. Content is relevant to its objectives and aligns with the needs of the people and industries served by the program. *(Aligns with COE Standard 2, objective 2.A.1, criterion 2.A.3)*

Yes ___ No ___

Comments/Suggestions:

e. Instructional supplies are available to support the program needs. *(Aligns with COE Standard 5, objective 5.1, criterion 5.C.1)*

Yes ___ No ___

Comments/Suggestions:

5. The committee reviewed the program's upcoming year's (a) Lab-fee budget and the (b) Fee- schedule information sheet and verified them as necessary for the success of the student and the program. *(Aligns with COE Standard 2, objective 2.A.5, criterion 2.A.9)*

Yes ___ No ___

Comments/Suggestions:

New Business/Program Business

<u>**Adjourn**</u>

Final meeting minutes were prepared by: _____ Date:

Appendix I

Advisory Council Meetings and Robert's Rules of Order

Parliamentary procedure is a set of rules for conducting a meeting that allows everyone to be heard. It gives the group structure and a consistent format which helps them make decisions and achieve their goals and objectives democratically. Robert's Rules of Order is the most widely accepted guide to parliamentary procedure.

Basic Meeting Management

- **Conduct business one item at a time.** Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.

- **Let the chairperson do their work.** The chair is the gatekeeper for the meeting. A good chairperson keeps the group on task and the meeting flowing.

- **Don't allow too much crosstalk.** This helps you keep control and ensures everyone will hear the business at hand. Allow time for socializing before or after the business part of the meeting.

- **Limit discussion to the topic at hand.** Keep things focused, and don't be shy about asking speakers to deal only with the current topic.

- **Cut off discussion when it becomes redundant.** For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new–or shut off discussion by calling for a motion.

An orderly, well-run meeting is better for all those attending. You'll get more business done in a shorter time, giving everyone a sense of accomplishment. Groups – especially Advisory Councils that have busy parents, community, and school representatives - that limit meetings to one hour have much better luck getting people to return the next month.

Agenda. The agenda is a list of items/topics, in the sequence in which they will be covered. The agenda will be set in accordance with the requirements of the Council on Occupational Education (COE). Program specific topics should be added to the agenda under the New Business/Program Business heading. The agenda should be provided to the advisory council members ahead of time. The advisory council should adopt the agenda, with any changes, as the first order of business at each meeting.

Motion. A motion is a formal way to propose something on which the group should vote.

The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the Chairperson, the group discusses the motion until they are ready to vote.

Finally, the Chairperson asks for an indication of "all those in favor" followed by "those opposed."

Advisory councils need a motion to approve the agenda, approve the minutes and adjourn the meeting.

Quorum. A quorum is the minimum number of members required to conduct business at a meeting. This number, set by COE, is a minimum of three external program advisory committee members from the appropriate program-specific business and industry, not employees of MTC.

Minutes. The minutes are the permanent record of the business conducted during a meeting. They include details such as the date, time, and location of the meeting, who was present, whether a quorum was present, and the presiding chairperson. Specific motions and their outcomes (who made the motion and who seconded it, vote count) are also included in the minutes. A brief summary of the topic and discussion is documented in the minutes. The minutes for each meeting are presented for approval at the next meeting.

Adjournment. Adjournment is simply a formal way to close a meeting, so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

Procedure for Handling a Main Motion

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor
A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly
- The member makes the motion: *I move that (or "to")* ... and resumes his seat.

- Another member seconds the motion: *I second the motion* or *I second it* or *second*.

- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion
- Members can debate the motion.

- Before speaking in debate, members obtain the floor.

- The maker of the motion has first right to the floor if he claims it properly

- Debate must be confined to the merits of the motion.

- Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote
- The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.

- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote
- *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or

- *The nays have it and the motion fails*

When debating your motions
- Listen to the other side

- Focus on issues, not personalities

- Avoid questioning motives

- Be polite

How to Accomplish What You Want to do in Meetings

Main motion
You want to propose a new idea or action for the group.

- After recognition, make a main motion.

- Member: "Madame Chairman, I move that _____."

Amending a motion
You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."

- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."

- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____ and adding in their place the following words ___."

Refer to a committee
You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a

committee made up of members Smith, Jones and Brown."

Postpone definitely
You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

Previous question
You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

Limit debate
You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

Postpone indefinitely
You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the **question** indefinitely."

Postpone indefinitely
You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the **motion** indefinitely."

Recess
You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

Adjournment
You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

Permission to withdraw a motion
You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

Call for orders of the day
At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

Suspending the rules

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

Point of personal privilege

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

Committee of the whole

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also, you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

Point of order

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

Point of information

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

Point of parliamentary inquiry

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

Appeal from the decision of the chair

Without recognition, "I appeal from the decision of the chair."

Nominations and Elections

Nominations From the Floor

Sometimes called *open nominations,* this method is probably the most familiar. It's used in the vast majority of situations in which members elect their chairperson at a meeting.

The process of making floor nominations is subject to the following rules:

- Recognition by the chair is not required to make a nomination. However, calling nominations from your seat is often impractical, so you may want to adopt a more formal nomination process.

- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement.

- A person can nominate himself or herself.

- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.

- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.

- The presiding chairperson can continue presiding, even if he or she is one of the nominees for the office.

- A member can rise and decline the nomination during the nominating process.

- After each nomination, the president repeats the name to the assembly.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chair just declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chair accomplishes this by calling three times for more nominations.

According to Robert's Rules, a motion to close nominations is out of order *as long as any member wishes to make a nomination.*

- A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.

- Usually, the president closes nominations when no further nominations come forward from the assembly.

Conduction Elections

The election process may be the easiest part of deciding who handles a particular job in the organization. Robert's Rules on elections are very straightforward.

An election is really nothing more than the handling of an assumed motion, with the question

being on whom to elect to fill a position. Like any incidental main motion, an election can be decided by voice vote or by ballot.

Electing By Ballot

Ballot voting is by far the surest way to allow for the free expression of the will of the membership.

Voting by ballot enables a member to vote for a candidate not formally nominated by writing in a name — a *write- in vote.* A write-in vote is a legal vote unless it's unintelligible or cast for an unidentifiable or ineligible person or for a fictitious character, in which case it's counted as an illegal vote.

Ballot voting is the preferred voting method in situations in which knowing how all the members voted isn't desirable. You can use a ballot vote to decide either a motion or an election:

- **If the ballot vote decides a motion,** the question is clearly stated by the chair, and you're instructed to mark your ballot *Yes* or *No* (or *For* or *Against*).

- **If the ballot vote decides an election,** you're instructed to write the name of the nominee of your choice on your ballot.

It's never in order to vote *Yes* or *No* (or *For* or *Against*) a candidate when electing persons to office. The only way you can vote *against* a candidate is to vote *for* another person.

Who Gets to Vote

Only members entitled to vote are given ballots or are allowed to deposit ballots with a ballot counter or place them in the ballot receptacle.

The presiding chairperson votes along with all the other members, although she is *never* allowed to cast a tiebreaker in a ballot vote.

A member has the right to vote until the polls are closed. A late-arriving member can vote only with other members' consent by majority vote.

After The Vote

After the votes are counted, the lead ballot counter reads aloud to the membership the complete report of the vote counts but doesn't declare the result. That job belongs to the presiding chairperson, who reads the report again to the members, concluding with a formal declaration of the result. The entire ballot counters' report should be included in the minutes of the meeting.

Electing By Voice Vote

If candidates are unopposed or there's no major contest for an office, you can save time with a simple voice vote (or *viva voce*). After nominations are closed, the vote is taken on each nominee in the order in which they were nominated.

Determining Who Wins

Elections are decided by majority vote. In a voice vote, the winner is easy to determine, and the vote is over when someone wins the election. When it comes to ballot elections, your election isn't complete until a position is filled, and a position is never filled until a candidate receives the threshold number of votes required for election. In most cases, the threshold is a majority of the votes cast. If you have only two candidates and the vote is a tie, you repeat the balloting until one candidate receives a majority.

Balloting must continue until a candidate receives a majority. It's never proper to drop the candidates receiving the lowest vote totals from a ballot unless they withdraw voluntarily. That means run-offs are just plain out of order.

The requirement for election by ballot is a majority, and a candidate has no obligation to withdraw just because he polls low numbers. Your members may wind up voting for Mr. Low as the compromise candidate.

Additional Points Concerning Elections

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.

- Ballot counters should cast their ballots at the same time that the assembly votes.

- If a member is elected and not present and has not previously said that if elected, he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.

- If an elected candidate declines the office after he or she is elected and after the meeting was adjourned, another election needs to take place, if at all possible.

- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.

- A member can't make the motion to adjourn while the assembly is occupied with

taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the ballot counters have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The balloting committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the balloting committee and for the presiding chairperson to announce the vote that was taken at the previous meeting.

- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourning.

- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.

- If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.

- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.

Roberts Rules Cheat Sheet

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).