

Worcester Technical High School

Program Advisory Board Orientation

Thank you for your willingness to serve on Worcester Technical High School's Program Advisory Board. Your experience and expertise will help us to continue to provide relevant and rigorous technical educational experiences for students.

Role of the Program Advisory Committee

It shall be the responsibility of the Program Advisory Committee to advise, assist and support school personnel in order to improve planning, operation, and evaluation in its program area. Such advice shall be based on adequate and timely information as to workforce and job development demands or job market trends, technological developments, training alternatives, and other factors affecting the quality of the program. Program advisory committees must seek to ensure non-discrimination and equity in career/vocational-technical education programs.

WHO: Make-up of the Program Advisory Committee

The Program Advisory Committee shall consist of representatives of local business and industry related to the program, organized labor, postsecondary institutions, parents/guardians, students, and representatives from registered apprenticeship programs if the program area has such registered programs; provided, however, that no member of the school committee, or other school official or school personnel shall serve on the committee.

Advisory Member Representation Types:

- **Business and Industry Members (including Employers of Students in Cooperative Education or Program Graduates)** - Individuals who own, manage or are employed by companies that are related to the technical area of the program or whose job duties are directly related to the technical area of the program.
- **Graduates of career/vocational-technical education programs.**
- **Organized Labor** – Individuals who are active members or representatives of organized labor unions
- **Postsecondary Education** – Individuals who are currently employed by or are representatives of a post-secondary educational institution or who are currently enrolled in a post-secondary educational program directly related to the technical program area.
- **Registered Apprenticeship Program** - Individuals who are active members or representatives of registered apprentice programs.
- **Parent/Student** – A representative student from the technical program area along with a parent/guardian.
- **Community Member** – An individual that is a member of one of the district's sending

communities.

Stakeholder Composition: Program advisory committees must seek to ensure non-discrimination and equity in career/vocational-technical education programs. To that end, every effort shall be made to ensure that membership on the Advisory Committee includes racial and linguistic minorities, persons with disabilities, and individuals in occupations nontraditional for their gender.

- Person with Disabilities
- Racial or Linguistic Minority
- Non-traditional by gender for this technical program

Committee Structure

- Program Committee Chairperson
 - a member of the Program Advisory Committee
 - represents the program on General Advisory (See General Advisory Committee below)
 - can be elected or appointed (volunteer)
 - provides input on agendas and manages meetings
- Facilitator(s) - staff member(s),
 - non-voting member
 - assists the advisory committee to carry out its mission
 - develops agenda based on input from Committee Chair
 - runs meetings at the direction of the Committee Chair
 - prepare minutes of the Program Advisory Committee

WHAT: Duties

Program Advisory Committees may:

- **review and validate curriculum based on the MA Vocational Technical Education Frameworks for their respective programs. This happens annually at the fall meeting.**
- **review, evaluate, and advise on course materials and equipment.**
- **advise on the methods of instruction/suggestions from perspectives from on-the-job training that occurs in business.**
- **review data such as enrollment data, placement data, Massachusetts Comprehensive Assessment System (MCAS) data, etc.**
- **assist in the development of articulated programs and articulation agreements with colleges and registered apprenticeship programs.**
- **donate materials, equipment, and services.**
- **help schools maintain their libraries of software, visual aids, magazines, and books.**
- **serve as, or arrange for, guest speakers.**
- **recommend professional development activities.**
- **bring special projects to the school.**
- **contribute to the professional development of staff.**
- **help introduce career/vocational-technical education students and parents/guardians.**

- *arrange for field trips and other activities.*
- *inform the school of opportunities to place students in full-time or part-time jobs or cooperative education.*
- *inform employers of the availability of workers.*
- *support student career/vocational-technical education student organizations.*
- *review career guidance policies and activities.*
- *help acquaint the community with the needs of career/vocational-technical education.*
- *seek legislative support for career/vocational-technical education.*

WHEN:

The Program Advisory Committee shall meet at least twice per school year. WTHS hosts the Program Advisory Committee meetings every fall and spring.

WHERE:

The biannual meetings are held at WTHS.

HOW:

During the Program Advisory Department meetings, the instructor's update committee members of curriculum changes, policy changes within the school, and student outcomes. Additionally, committee members are informed of the availability of students for co-op and other employment. Committee members are solicited for input on industry trends and program recommendations.

General Advisory Committee

Membership

- *Representation - Program Committee Chairpersons*
- *Additional members to ensure representation of all member representation and composition (diverse representations)*

Responsibilities

- *Advise the school committee as to the planning, operation, and evaluation of vocational-technical instruction provided by all programs under its control.*
- *Convey the concerns or recommendations of the program advisory committee to the larger entity.*
- *A spokesperson for the committee in meetings with school administrators and the School Committee.*
- *May perform any of the duties of a Program Advisory Committee member.*
- *Must seek to ensure non-discrimination and equity in career/vocational-technical education programs.*

Meetings

- *Minimum twice per year.*
- *Minimum one meeting with School Committee*
- *WTHS hosts General Advisory meetings as follows:*
 - *School Committee members are invited to the Fall Advisory Dinner meeting.*
 - *In May, the Superintendent is invited to the General Advisory dinner meeting.*