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

Table of Contents

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline</td>
<td>1</td>
</tr>
<tr>
<td>Who Should Attend?</td>
<td>2</td>
</tr>
<tr>
<td>Helpful Hints for Success</td>
<td>3</td>
</tr>
<tr>
<td>Agenda Items That Must be Discussed</td>
<td>4</td>
</tr>
<tr>
<td>Additional Topics for Discussion</td>
<td>5</td>
</tr>
<tr>
<td>Sample Format for Minutes</td>
<td>6-7</td>
</tr>
<tr>
<td>Items for the “Packet” of Information</td>
<td>8</td>
</tr>
<tr>
<td>Sample Invitation</td>
<td>9</td>
</tr>
<tr>
<td>Sample Agenda</td>
<td>10</td>
</tr>
<tr>
<td>Responsibilities After the Meeting</td>
<td>11</td>
</tr>
<tr>
<td>Sample Thank You Letter</td>
<td>12</td>
</tr>
<tr>
<td>Sign-In Sheet</td>
<td>13-14</td>
</tr>
<tr>
<td>Involvement Checklist</td>
<td>15</td>
</tr>
<tr>
<td>Additional List of Equipment Requests</td>
<td>16</td>
</tr>
<tr>
<td>Order Form for Computer Disc</td>
<td>17</td>
</tr>
</tbody>
</table>
Advisory Committee Timeline

1. Four weeks before the meeting.
   - Schedule meeting with your site administrator and ROP administrator 30 days in advance.
   - Review and update members’ list.
   - Prepare packets with course information (see page 8).
   - Call district office to obtain approval for the cost of the meeting refreshments and to process the food request.

2. Three weeks before meeting.
   - Send invitation with map and packet (see page 8).
   - Packet includes: agenda, last year’s minutes, safety test, course outline and competencies with any proposed changes. (see page 8)

3. One week before meeting.
   - Call committee members to confirm meeting time and attendance.

4. Day of the meeting.
   - Set up tables.
   - Provide: sign-in sheets, nametags, and extra copies of packets.
   - Start on time and end on time. Absolute maximum is 90 minutes.
   - Instructors should appoint a person to take minutes of the meeting.
   - Instructors, supervisor or an appointed member should conduct the meeting.
   - Have information ready: prices of equipment (items over $500), student employment records, and implementation of last years’ recommendations.

5. One to two weeks after the meeting.
   - Send thank you notes, and minutes of the meeting. (see examples pages 6-7)
   - Minutes must have the following information:
     The Occupational Advisory Committee has reviewed the:
     A. Course Outline
     B. Occupational Competencies
     C. Equipment Requests
     D. Facility
     E. Labor Market Data
     F. Safety Test
     G. If modifications to the course are recommended those recommendations must be incorporated in the minutes. (see example pages 6-7)
Who Should Attend?

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

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

- Locate and prepare an **APPROPRIATE** meeting facility.
- **DRESS** appropriately for the occasion.
- Have **REFRESHMENTS** set up ahead of time.
- Decide **WHO** is running the meeting (administrator, advisor, or you, and who is taking minutes.)
- Let your **ADVISORS** know that their advice and ideas are important and valued.
- Start and end on time (90 minutes absolute max.) **KEEP** to the agenda.
- Explain the **PURPOSE** of the Advisory meeting to your members and their role.
- Have the members **INTRODUCE** themselves and what company they represent.
- Review and **EXPLAIN** the function of your course description, outline and competencies to your members.
- **LISTEN** to input from your members.
- Make sure all your advisory members have a **CHANCE** to speak.
- Don’t **LECTURE** or read to your advisory members.
- **REVIEW** the most current outline and list of competencies (check date on the upper right hand corner).
- Review **ROP** Expected Student Learner Results (ESLRs).
- **THANK** the members for attending the Advisory meeting and tell them their input is valued.
- **TOUR** the Facility.
Agenda Items That Must be Discussed
(Sample Agenda Format on Page 10)

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

To Engage Members:

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

For You to Highlight:

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

<table>
<thead>
<tr>
<th>Discussion presented under each Agenda Item</th>
<th>Recommendation/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Welcome and Introduction</td>
<td></td>
</tr>
<tr>
<td>II. Labor Market Information</td>
<td></td>
</tr>
<tr>
<td>III. ESLRs</td>
<td></td>
</tr>
<tr>
<td>IV. Course Outline</td>
<td></td>
</tr>
<tr>
<td>V. Occupational Competencies</td>
<td></td>
</tr>
<tr>
<td>New Format Reviewed</td>
<td></td>
</tr>
<tr>
<td>VI. Safety Instructions/Tests</td>
<td></td>
</tr>
<tr>
<td>VII. Report of Classes</td>
<td></td>
</tr>
<tr>
<td>A. Basic Course</td>
<td></td>
</tr>
<tr>
<td>VIII. Tour of Facility</td>
<td></td>
</tr>
</tbody>
</table>
# Advisory Meeting Minutes

Current Date

<table>
<thead>
<tr>
<th>IX. Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Acquired Since Last Meeting:</td>
</tr>
<tr>
<td>B. Current Needs:</td>
</tr>
</tbody>
</table>

| X Community Classroom/Cooperative Vocational Education (Worksite Learning) Discussion |
| XI. Motion To Verify Need For The Course. And To Validate The Course Outline |

| XII. Other Recommendations/Resources |

| XIII. Adjournment |
| Schedule next meeting |
The Packet

Send in Advance:  
✓ Invitation with RSVP and map  
✓ Agenda  
✓ Last year’s minutes  
✓ Current Course Outline  
✓ Current Course Occupational Competencies  
✓ A Copy of the Current Safety Test  
✓ Labor Market Reports

Example on:  
Page 9  
Page 10  
Page 6-7

At the meeting have:  
Equipment Needs List – Items costing $500 or more  
Sign-in Sheet  
Extra Packets  
Name Tags and Pens

Page 16  
Page 13-14
Sample Invitation  
(Name of Your Course)

(Date)

Dear Advisory Committee Member:

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

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

(Day, Date, Time)  
(Location)  
(Address)  

Directions enclosed.

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

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

Sincerely,

(Your name,  
Course name  
School name)  

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

Agenda

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

Mail out to Advisory Members:

✓ Thank you letter
✓ Minutes

Submit to ROP Office

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

(First Name Last Name)
(Company)
(Address)
(City, State Zip Code)

Dear (Advisory Member Name):

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

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

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

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

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

Sincerely,

(Type your name)

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

**School Year _____** | **Course Number ________________** | **Section Number ________________**

**Course**

**District:**

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Occupation</th>
<th>Affiliation</th>
<th>Address</th>
<th>Phone/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PRINTED Name</td>
<td>Owner</td>
<td>XYZ Business</td>
<td>1234 Front St</td>
<td>(619) 456-1234</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td>San Diego, CA 92111</td>
<td><a href="mailto:xyz@aol.com">xyz@aol.com</a></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title/Occupation</td>
<td>Affiliation</td>
<td>Address</td>
<td>Phone/ E-mail</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
<td>-------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Involvement Checklist

Course Title _____________________  School Site __________________________

Check to indicate that the designated action has been completed.

_____ The minutes of the ________________________________ meeting are attached.

               Date

The committee has reviewed the following:

_____ Course outline                  _____ Occupational and safety competencies list
_____ ESLRs                           _____ CC/CVE (worksite learning) component
_____ Facility                        _____ Labor market (attach all supportive labor market information)

_____ Equipment requests (attach Recommended Future Equipment Form)
_____ Safety test (sample attached as appropriate for this program)

_____ Student Self Assessment template, or tool (attach to course proposal). Required for 2003-
   2004 school year. Samples available on ROP web site or on CD.

_____ Document in the minutes, both the need for the course and the committee’s validation of
   the course outline

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

This course is articulated with ________________________________ college(s)

_____ This course meets High School Graduation requirements.
_____ This course meets UC A-G requirements for (list subject area(s)) ________________________

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

______________________________

______________________________

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

This Form Must Be Attached As A Cover Sheet To Minutes
OCCUPATIONAL ADVISORY COMMITTEE
RECOMMENDED FUTURE EQUIPMENT REQUEST

<table>
<thead>
<tr>
<th>School Year</th>
<th>Course Number</th>
<th>Section(s)</th>
</tr>
</thead>
</table>

Course

<table>
<thead>
<tr>
<th>District</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Title</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
Advisory Packet Disc
Order Form

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

Name ____________________________________________________________

Course Title _______________________________________________________

School Address _____________________________________________________

_________________________________________________________________

Date ___________________ Phone Number _____________________________

Email ________________________________

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

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