

I 3.0 Appendix A: Effective Use of an Advisory Committee

(Taken from the THECB *Career and Technical Education Guidelines*, April 2025 ed. To ensure currency refer to the THECB website.)

Institutions usually establish an industry-based advisory committee for each career and technical education program. Advisory committees may be organized by career cluster, provided that each program is reviewed, the committee has the necessary expertise, and ample time is allotted for each program.

The role of an advisory committee is to:

- Help a college document the need for a career and technical education program.
- Ensure that the program has adequate resources and a well-designed curriculum to provide students with the knowledge, skills, and abilities essential for employment. The advisory committee is one of the principal means of ensuring meaningful business and industry participation in program creation and revision.

Advisory Committee Functions

- Evaluate the goals and objectives of the program curriculum.
- Establish workplace competencies for the program occupation(s).
- Suggest program revisions as needed.
- Evaluate the adequacy of existing college facilities and equipment.
- Advise college personnel on the selection and acquisition of new equipment.
- Identify local business and industry leaders who will provide students with work-based learning experiences, employment, and placement opportunities.
- Assist in the professional development of the faculty.
- Assist in promoting and publicizing the program to the community and to business and industry.
- Represent the needs of students from special populations as defined in Perkins V.
- Identify potential industry-based certifications that could complement student success in the program.

Advisory Committee Composition

The membership of an advisory committee represents the demographics, including ethnic and gender diversity, of the institution's service area as well as the occupational field in all sectors of the business community within the institution's service area. Members are well informed about the knowledge, skills, and abilities required for the occupation for which they provide information and guidance.

Full-time faculty and staff of a college can be members of the advisory committee in a non voting ex-officio capacity. Part-time faculty who holds full-time positions within the career field may be members of the committee. Faculty and staff of senior institutions with program articulation agreements may be members of the committee.

Advisory Committee Meetings and Minutes

Advisory committees of existing programs typically meet in real time, either in person or virtually, at least once per year and have a quorum present. Additionally, committee members are kept apprised of the program's performance throughout the year.

During the development of new programs, advisory committees generally meet, either in person or virtually, at least twice prior to submission of the program and communicate throughout the program development and approval process.

All meetings of an advisory committee are recorded as official minutes. Minutes are maintained by the institution and made available to agency staff upon request.

See Example of Advisory Committee Meeting Minutes template. Comprehensive minutes include the following information:

- Committee members (name, title, and affiliation)
- Committee members' presence or absence from the meeting
- Names, titles, and affiliation of others present at the meeting
- Signature of the recorder and date
- Evidence that industry partners have taken an active role in making decisions that affect the program