

ADVISORY COUNCIL QUICK START GUIDE

Purpose Statement

West-MEC Advisory Councils improve the quality of teaching and learning in career and technical education programs. Members are volunteers who have an expert knowledge of the career pathway, the job tasks and competency requirements for specific occupations.

Orientation

All West-MEC Advisory Council members are responsible to read and understand this Quick-Guide and watch the West-MEC Advisory Council Member Orientation Video. Orientation materials can be found in the West-MEC Advisory Toolkit. (<http://bit.do/WMAdvisorytoolkit>)

Roles of the Advisory Council

The Industry Chair, in collaboration with the West-MEC Chair, identifies discussion points for each Advisory Council meeting. Both the Industry Chair and the West-MEC Chair are charged with ensuring the execution of Advisory Council activities. The Industry Chair serves a two-year term, and may serve multiple terms.

The West-MEC Chair is a West-MEC instructor. If multiple instructors wish to serve as a West-MEC Chair, each instructor has an equitable opportunity to serve. The West-MEC chair serves a two-year term, and may serve multiple terms.

The Secretary is in charge of all documentation. The Secretary ensures the collection and submission of Sign-in sheets, Agendas, Meeting Minutes as well as new member contact information to the West-MEC Advisory Archive (<http://bit.do/WMAdvisory>). The Secretary may serve multiple advisory council roles. The Secretary serves a two-year term, and may serve multiple terms.

Advisory Council Members are expected to participate in Advisory Council activities throughout the year. Attendance of all Advisory Council meetings is important to the success of West-MEC programs.

Advisory Annual Calendar

All Advisory Councils will hold a minimum of three formal meetings each year in the Fall, Winter and Spring. Standard Advisory Council Meeting Agendas drive discussion, and are available online.

(<http://bit.do/WMAdvisorytoolkit>).

Common Meeting Discussions

- Identify the Industry Chair, West-MEC Chair, and Secretary
- Establish committee activities (Program of Work)
- Review curriculum/assessment
- Establish Guest Speakers, Employer/University Tours
- Review facilities and equipment
- CTSO competitions
- Career-Based Experiences
- Advisory Council Self-Reflection
- Recognition of Advisory Council members and achievements

You can find your Advisory Council Toolkit at <http://bit.do/WMAdvisorytoolkit> for your Quick Start Guide, Advisory Handbook, Orientation Video and Agenda Templates.