

## PLAN FOR ADVISORY BOARDS

Advisory Boards serve an important role in ensuring that Auburn Career Center programs are meeting the needs of local businesses and providing training that is relevant. *“Advisory committees strengthen collaboration between those responsible for career and technical education programs and the communities they serve. The dialogue between advisory committee members and career and technical educators fosters shared responsibility for preparing students for a place in the workforce and in society,”* according to the Ohio Department of Education’s Developing a Local Advisory Committee Resource Handbook.

The Council on Occupational Education (COE), Auburn’s accrediting body, also values the input local employers give to each of Auburn’s programs. In addition, COE requires that the advisory boards and the meetings contain required elements.

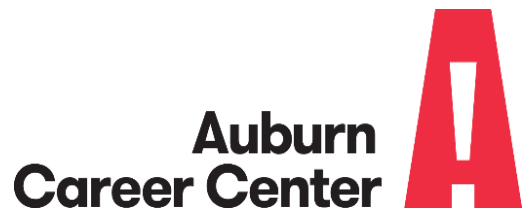
In order to meet the needs of the business community, the students at Auburn, the advice of the Ohio Department of Education, and the requirements of the Council on Occupational Education, this plan was developed. It is to be followed for each program and overseen by Program Directors and the Director and Assistant Director of Adult Workforce Education.

This plan will be evaluated annually by the adult workforce staff.

The adult workforce staff will also monitor the Ohio Department of Education and the Council on Occupational Education for updated guidelines and forms and use those as needed.

Directors of programs are responsible for the implementation of this plan along with the Director and the Assistant Director of Adult Workforce Education. Failure of Directors to adhere to this may result in a negative evaluation and the need for an improvement plan.

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Each advisory committee must (Council on Occupational Education)

1. Consist of a minimum of three members from three different companies external to the institution who have expertise in the occupational program
2. Represents each service area covered by the program
3. Has at least three external member who meet these criteria present at each meeting (with at least two members physically present)
4. Meets at least once a year
5. Ensures that no fewer than three months separate each official committee meeting
6. Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information of each member

COE also requires that the following elements are discussed and reviewed at EVERY advisory Meeting

<b>COE Required Elements</b>
Admission Requirements
Program content that is consistent with desired learning outcomes
Program Length and Tuition
Program Objectives
Competencies
Learning Activities
Equipment
Methods of program evaluation
Level of skills and/or proficiency required for completion
Appropriate delivery formats for the subject matter being taught

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# Auburn Career Center

Required Elements	Personnel Responsible	Time Line
Each Program Must Hold One Advisory Board Meeting per calendar year	Program Directors	January 1-December 31 of each year
Each Advisory Meeting must have at least <b>3 bona fide potential employers</b>	Program and Business Partnership Directors	
Each Meeting must have the most recently created and approved <b>Agenda</b>	Person leading the meeting	
Each Meeting must have the most recently created and approved <b>Sign in Sheet</b>	Person leading the meeting	
Each Meeting must have the most recently created and approved <b>Note Taking Sheet</b>	Person taking the notes	
Each Meeting must have the most recently created and approved <b>Employer Verification Forms</b>	Person leading the meeting	
Each Meeting must have the <b>COE Required Elements</b> Page	Person Leading the meeting	
All Documents Must be approved by the Program Director and the Director of Adult Workforce Education before being turned in to the Administrative Assistant of Adult workforce	Program Directors and Director of Adult Workforce	Documents need to be complete and turned in to Directors within 2 weeks of meeting.

Once the Required Documents are completed and reviewed by administration, they will be kept in the office of the Adult Workforce Administrative Assistant.

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