The Career Education and Economic Development Division shall be responsible for the administrative coordination of these activities.

Career Technical Education advisory committees provide advisory guidance to the programs regarding the learning outcomes required for student success in employment, career advancement, and transfer. They periodically review program performance against the program’s objectives and assist the program in improving outcomes over time. The committees also assist programs to stay abreast of changes in the industry, project labor market demand for graduates from the program, advise on curriculum, provide assistance with staffing and equipment, aid in the placement of students, provide internship opportunities for students, and provide a general liaison with employers and employees in the various careers for which the college offers instruction.

Each CTE program must have an advisory committee and must meet with that committee at least once per academic year. The committee shall be composed of industry representatives and others who have a vital interest in the program’s workforce development efforts. Membership may include employers, those working in the program’s target occupations, union representatives, students and former students, representatives of schools that feed into the program and those that offer continuing education for the program’s graduates.

Some advisory committees may have a broadened scope, providing guidance to related programs offered at high schools to ensure improved alignment of career path programs. Advisory committees may also be organized at a regional level, providing guidance to multiple colleges, and assisting in aligning a region’s programs with regional industry needs.

CTE Program Chairs are responsible for forming their advisory committees, seeking out new members, and keeping a written record of the committee’s work and recommendations.

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