ISP 196
Career and Technical Education (CTE) Program Advisory Committee Policy

PURPOSE

Establishes the standards for forming and convening Career and Technical Education (CTE) Program Advisory Committees.

SUMMARY

The State of Oregon's CTE Plan requires operating advisory committees, as a condition of reimbursement, for each occupational program. Advisory committees are important in assisting the college to make decisions resulting in the best educational programs for the residents of the college district. Advisory committees play a vital role in advancing the college's preparation of a quality work force to meet our district's employment needs. The committees serve as highly effective resources for continuous program improvement and evaluation. Advisory committees are composed of recognized and respected community members who represent a cross-section of their occupational field. College staff and current students also attend meetings to provide input on educational and work force issues.

STANDARD

1. All Associate of Applied Science (AAS) and Certificates of Completion (CC) are required to have a CTE Program Advisory Committee can be found in the CTE Program Advisory Committee Member Handbook.
    a. The development of any new CTE Programs (AAS or CC) requires the formation of and input from an advisory committee prior to college curriculum approval processes occurring.
2. CTE Program Advisory Committees are required to meet once per academic year at a minimum. According to best practice, two or more meetings per academic year are preferable.
3. CTE Program Advisory Committees are to have a minimum of six members, the majority who represent the industry partners for the program.
4. CTE Program Advisory Committee membership lists, agendas, and minutes are to be stored with the associated Division Dean's Office.
5. Any significant program curriculum changes are to be approved by the CTE Program Advisory Committee as evidenced through meeting minutes or email communication. Significant program curriculum changes include:
    a. New courses;
    b. Elimination of courses; and
    c. Changes to program or course student learning outcomes.

REVIEW HISTORY

Reviewed by:	Status:	Date:
ISP Committee	Adopted	May 23, 2025