



DACCCTE

Delaware Advisory Council on Career & Technical Education

Guide for Local Program Advisory Committee

What laws or codes mandate we should have Advisory Committee's?

- Federal Law- “Strengthening Career and Technical Education for the 21st Century Act of 2019” (Perkins V)
- State of Delaware Laws and Codes- Delaware Administrative Code Title 14 Education- Section 500 Curriculum and Instruction- Sub Section 525 Requirements for Career and Technical Education Programs of Study. Within 525 sub section 4.2.2.5.
- Within these two laws you will find that School Districts are to have a Perkins Advisory Committee and individual programs/schools should have a Local Program Advisory Committee.
- For the purpose of this power point tutorial, I will focus on a “Local Program Advisory Committee”

Purpose

- Local Advisory Committees are required as part of a total CTE Program and accepted as part of receiving funds from previous mentioned legislation.
- These committees should “ADVISE” the program/school on current job needs, trends, skill updates, curricular updates, early career opportunities for students (WBL, Apprenticeships, etc.).
- Advocate for all CTE Stakeholders (students, teachers, administration).
- Serve as a vital link between business, labor, industry, education, and the community.

Membership

(Include the following , but not limited to)

- CTE Teachers
- Academic Teachers
- CTE/Curriculum District Coordinators
- School Counselors
- Business/Industry Representatives
- Labor Representatives
- Postsecondary Partners (two and four-year)
- Parents
- Students
- Community Stakeholders
- The group should be reflective of the community and account for broad stakeholder engagement.

Number of Members, Appointment, and Term

- The size of the group can be determined by the needs of the area to be served. Balanced representation is most important.
- Appointment of members by official action of the school board is recommended.
- Length of term should be decided by the Local Education Agency (LEA)
 - For Example-
 - 1/3 membership for 1 year
 - 1/3 membership for 2 years
 - 1/3 membership for 3 years

Meetings

- Meetings should be scheduled as needed, at a convenient time with proper early notification. Members should be provided with a tentative agenda and materials for review prior to the meeting.
- Meeting notes should be kept and used for documentation purposes.
- It is recommended to convene 2 meetings per school year.

- The brief basics of a Program Advisory Committee have been reviewed in this Power Point.
- For more detailed information and help please contact the DACCTE office for more information.
- www.daccte.delaware.gov