

APPENDIX A

OCCUPATIONAL ADVISORY COMMITTEE MEETING SUMMARY

PROGRAM AREA: _____

MEETING DATE: _____ **START:** _____ **ADJOURN:** _____

COMMITTEE CHAIRPERSON: _____

COMMITTEE MEMBERS/GUESTS ATTENDING:

BRIEF MEETING SUMMARY:

SECRETARY/CHAIRPERSON'S SIGNATURE

APPENDIX B

COMMITTEE REPORT

Program _____
Date _____

CURRICULUM, SUPPORT SERVICES, STAFF/INSTRUCTION REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
<u>Program Objectives</u>				
1. Program objectives are well-defined	_____	_____	_____	_____
2. Program objectives are measurable	_____	_____	_____	_____
3. Program outcomes are measured	_____	_____	_____	_____
<u>Program Content</u>				
1. The training is directly related to employment in the community/region	_____	_____	_____	_____
2. The training reflects current trade philosophy and practices	_____	_____	_____	_____
3. The training establishes the climate needed to develop appropriate skills and abilities needed in the relevant occupation.	_____	_____	_____	_____
4. Instruction includes employability skills such as good work habits, communications and human relations skills, preparation of resume, interviewing techniques, etc	_____	_____	_____	_____
5. Program content reflects all aspects of the industry	_____	_____	_____	_____
6. The curriculum is competency-based.	_____	_____	_____	_____
7. There is a balance between academic, theoretical and hands-on skills	_____	_____	_____	_____
8. The career and technical curriculum is integrated with the academic curriculum	_____	_____	_____	_____
9. The curriculum accommodates variations in students' abilities, interests and learning styles	_____	_____	_____	_____
10. Student organizations are available and encouraged as a part of the curriculum.	_____	_____	_____	_____
11. Safety is an integral part of the curriculum	_____	_____	_____	_____
12. The curriculum has been developed with the cooperation and advice of the occupational advisory committee	_____	_____	_____	_____
13. Follow-up information is systematically used to make program improvements	_____	_____	_____	_____
14. The curriculum provides a pretest/post test to determine improvement in student proficiency	_____	_____	_____	_____
15. Cooperative/clinical occupational programs are available to students	_____	_____	_____	_____
16. Instruction is provided in the maintenance and repair of equipment, where appropriate	_____	_____	_____	_____

APPENDIX B

CURRICULUM, SUPPORT SERVICES . . . continued

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
<u>Support Services</u>				
1. The program has effective recruitment, placement, and follow-up services	_____	_____	_____	_____
2. Employment and job placement information is available to all students	_____	_____	_____	_____
3. Sufficient staff is available to provide classroom support to students with special needs and those with nontraditional status	_____	_____	_____	_____
<u>Staff/Instruction</u>				
1. Instructional staff practice current skills and techniques in their occupational area	_____	_____	_____	_____
2. Instructional staff are periodically updated in their skill area through training, employment or inservice workshops	_____	_____	_____	_____
3. Instructional staff maintain contact with employers and former students	_____	_____	_____	_____
4. The instructor is teaching the curriculum as stated in the course outline	_____	_____	_____	_____
5. Field trips to related job sites are provided.	_____	_____	_____	_____
6. Visitations by specialists from business and industry are provided	_____	_____	_____	_____
7. Placement data and employer satisfaction data are utilized in evaluations of the curriculum, instruction, tools and equipment	_____	_____	_____	_____

Comments:

APPENDIX C

COMMITTEE REPORT

Program _____
Date _____

**CURRICULUM, SUPPORT SERVICES, STAFF/INSTRUCTION
SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS**

Committee Suggestions and Recommendations:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Teacher/Instructor Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Administrative Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Governing Board Response (if necessary):

Date _____

- 1.
- 2.
- 3.
- 4.
- 5.

APPENDIX D

COMMITTEE REPORT

Program _____
Date _____

FACILITIES REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. The room provides the most advantageous use of space available	_____	_____	_____	_____
2. Room lighting is adequate for the the health and safety of the students.	_____	_____	_____	_____
3. The room/lab areas are clean	_____	_____	_____	_____
4. Tools and equipment are arranged in an orderly and task-appropriate manner	_____	_____	_____	_____
5. The area has adequate storage facilities for permanent and consumable supplies	_____	_____	_____	_____
6. Panic buttons are in operating condition.	_____	_____	_____	_____
7. Strategic floor areas are properly lined	_____	_____	_____	_____
8. Strategic floor areas are free of obstructions	_____	_____	_____	_____
9. There are adequate storage facilities for flammable and toxic materials.	_____	_____	_____	_____
10. There is adequate ventilation for flammable and toxic materials	_____	_____	_____	_____
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	_____	_____	_____	_____
12. Classroom space for instruction in related theory is adequate.	_____	_____	_____	_____
13. The classroom/shop/laboratory temperature is comfortable	_____	_____	_____	_____
14. The classroom/shop/laboratory is large enough for the number of students served	_____	_____	_____	_____
15. Persons with disabilities are accommodated in the classroom/ shops/laboratory	_____	_____	_____	_____
16. Students have appropriate access to to equipment and supplies	_____	_____	_____	_____
17. As much as possible, the laboratory area mirrors the accommodations found in the workplace	_____	_____	_____	_____

APPENDIX E

COMMITTEE REPORT

Program _____
Date _____

**FACILITIES
SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS**

Committee Suggestions and Recommendations:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Teacher/Instructor Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Administrative Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Governing Board Response (if necessary):

Date _____

- 1.
- 2.
- 3.
- 4.
- 5.

APPENDIX F

COMMITTEE REPORT

Program _____
Date _____

EQUIPMENT AND SUPPLIES REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. The supply of tools and equipment is adequate to implement the curriculum	_____	_____	_____	_____
2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry	_____	_____	_____	_____
3. The condition of the equipment indicates proper care and maintenance.	_____	_____	_____	_____
4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc	_____	_____	_____	_____
5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided	_____	_____	_____	_____
6. Supplies are adequate to implement program objectives	_____	_____	_____	_____
7. An inventory of equipment is maintained by the teacher or other staff member	_____	_____	_____	_____
8. A schedule for repair and replacement of equipment, tools and supplies is maintained	_____	_____	_____	_____
9. A security system for the use of tools, equipment and supplies is maintained.	_____	_____	_____	_____
10. Material Safety Data Sheets (MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA	_____	_____	_____	_____

Recommendations on Equipment and Supplies:

1. What additional equipment is recommended to meet today's industrial/occupational skill standards?

2. What equipment is recommended for replacement within the next two years?

3. What equipment is recommended for replacement within the next five years?

4. Other recommendations:

Comments:

APPENDIX G

COMMITTEE REPORT

Program _____
Date _____

**EQUIPMENT AND SUPPLIES
SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS**

Committee Suggestions and Recommendations:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Teacher/Instructor Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Administrative Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Governing Board Response (if necessary):

Date _____

- 1.
- 2.
- 3.
- 4.
- 5.

APPENDIX H

COMMITTEE REPORT

Program _____
Date _____

PLACEMENT DATA AND EMPLOYER SATISFACTION REPORTING FORM

	Completely Achieved	Satisfactory	Unsatisfactory	Unsure
1. Students are actively assisted in finding employment by the:				
a. teacher/instructor	_____	_____	_____	_____
b. co-op coordinator	_____	_____	_____	_____
c. guidance personnel	_____	_____	_____	_____
d. other assigned personnel	_____	_____	_____	_____
2. The school conducts follow-up surveys of its graduates/completers to determine:				
a. employer satisfaction with graduates	_____	_____	_____	_____
b. placement rates one year after graduation	_____	_____	_____	_____
c. placement rates three or more years after graduation	_____	_____	_____	_____
3. Employer satisfaction with career and technical training of graduate/completers:				
Number of Employers	%			
Excellent	_____	_____		
Very Good	_____	_____		
Good	_____	_____		
Fair	_____	_____		
Poor	_____	_____		
4. Student placement for the past three years:				
Status of Graduates/Completers*	Year _____ No. %	Year _____ No. %	Year _____ No. %	
Employed Related	_____	_____	_____	_____
Employed Unrelated	_____	_____	_____	_____
Military Service	_____	_____	_____	_____
Enrolled Postsecondary Education	_____	_____	_____	_____
Available for Employment but Unemployed	_____	_____	_____	_____
Not available for Employment	_____	_____	_____	_____
Total	_____	_____	_____	_____

*If the data used in this chart is locally developed, Secondary Career and Technical Education Information System (CATS) data should also be appended to the report.

APPENDIX I

COMMITTEE REPORT

Program _____
Date _____

**PLACEMENT DATA AND EMPLOYER SATISFACTION
SUMMARY OF SUGGESTIONS AND RECOMMENDATIONS**

Committee Suggestions and Recommendations:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Teacher/Instructor Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Administrative Response:

Date _____

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Governing Board Response (if necessary):

Date _____

- 1.
- 2.
- 3.
- 4.
- 5.

APPENDIX J

SELF-EVALUATION FOR OCCUPATIONAL ADVISORY COMMITTEES

YES	NO	
_____	_____	1. The occupational advisory committee has updated bylaws, which include terms of membership and define members' and officers' responsibilities and procedures for operation.
_____	_____	2. Nominations for advisory committee membership are reviewed and appointments made by the institution's governing board.
_____	_____	3. The committee establishes an annual program of activities.
_____	_____	4. The committee has regularly scheduled meetings.
_____	_____	5. Leadership in the operation of the committee is provided by committee members.
_____	_____	6. Agendas for committee meetings are mailed to members prior to meetings.
_____	_____	7. Minutes of committee meetings are mailed to members promptly after meetings.
_____	_____	8. Written recommendations are prepared and forwarded to the governing board by the committee.
_____	_____	9. Recognition is given to committee members for their service and contributions.
_____	_____	10. The committee has active committees to carry out its work.
_____	_____	11. Information concerning requests for committee actions is provided prior to meetings.
_____	_____	12. The advisory committee is actively involved in:
_____	_____	a. assessing labor market needs
_____	_____	b. providing information about other sources of funds
_____	_____	c. the budget process
_____	_____	d. program evaluation
_____	_____	e. integrating academic and technical skills
_____	_____	f. enhancing collaboration among career and technical education institutions in the area
_____	_____	g. student recruitment
_____	_____	h. student placement

APPENDIX J

SELF-EVALUATION FOR OCCUPATIONAL ADVISORY COMMITTEES . . . continued

- | | | |
|-------|-------|--|
| _____ | _____ | i. teacher recruitment |
| _____ | _____ | j. public relations for the program and institution |
| _____ | _____ | k. identification of skill needs |
| _____ | _____ | l. coordination of the career and technical education program with Workforce Investment Boards (WIB), community-based organizations, etc |
| _____ | _____ | m. coordinating or conducting visits to places of employment for students |
| _____ | _____ | n. providing speakers/demonstrations for career and technical education classes |
| _____ | _____ | o. lending personnel to provide instructional support to career and technical teachers |
| _____ | _____ | p. assisting teachers in updating skills |
| _____ | _____ | q. attending meetings of the governing board |
| _____ | _____ | r. informing state and federal legislators about career and technical education program accomplishments and needs |

Occupational Advisor Committee Information