



INSTITUTE FOR THE PROFESSIONAL
DEVELOPMENT OF ADULT EDUCATORS

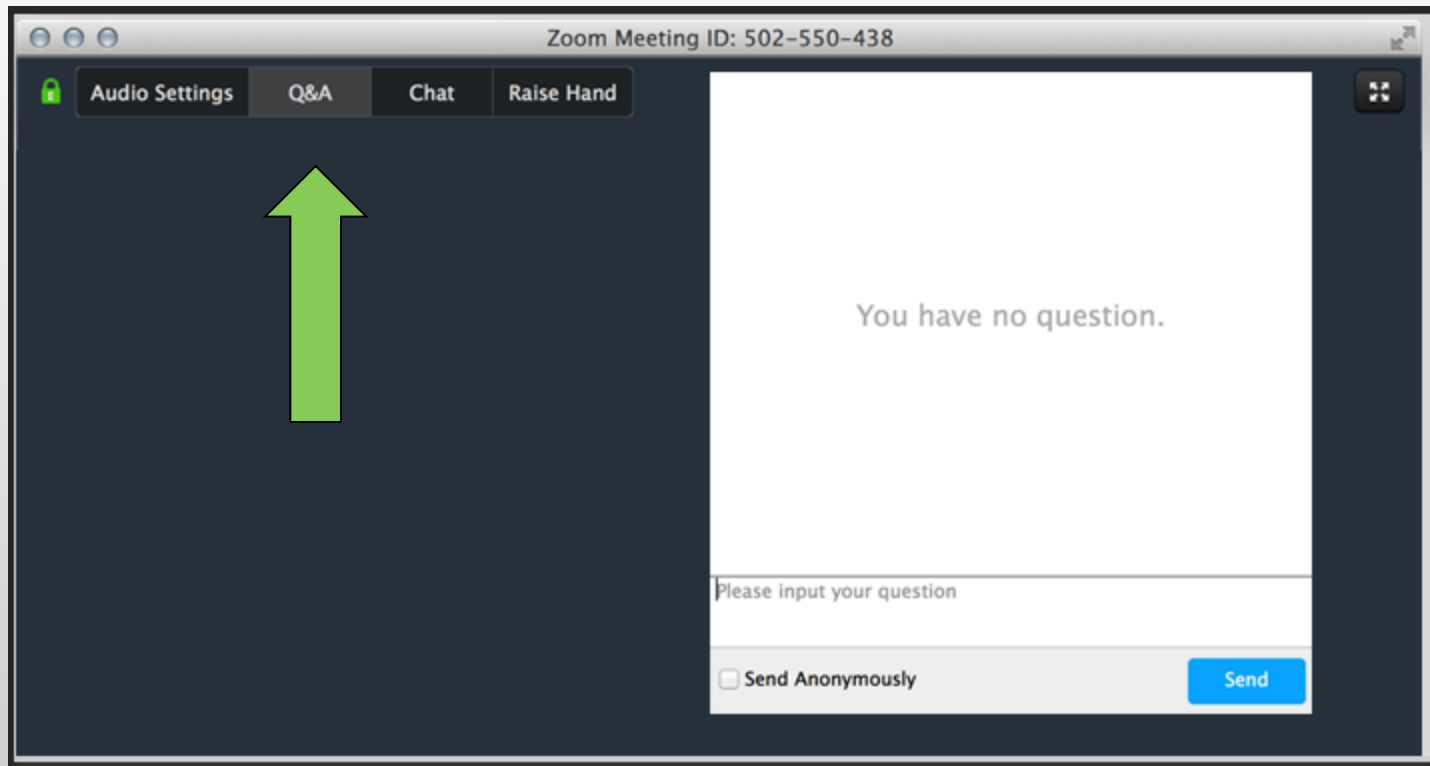
IET and Community/Industry Partnerships: Using advisory committees to drive the selection of CTE objectives

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- If you have a question, please type it into the **Q&A** option.

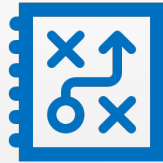


- Attendee microphones will be muted. You will be in **listen only** mode.
- Today's presentation is being **recorded**. It will be archived and available on the IPDAE website within 48 hours.



- What is and Industry Advisory Committee?
- How can educators effectively implement Industry Advisory Committees?
- What is role of Industry Advisory Committees in curriculum development?
- How can Industry Advisory Committees contribute to strategic planning?





Strategic
Planning



Curriculum
Development

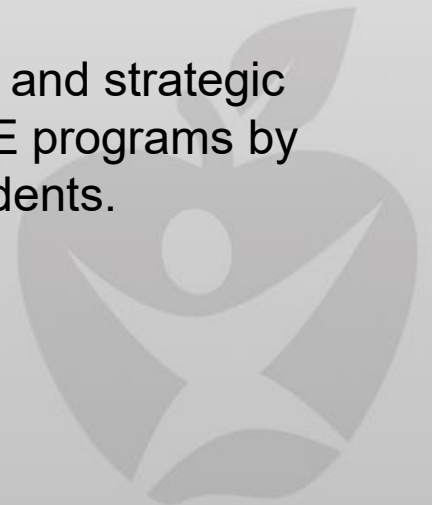


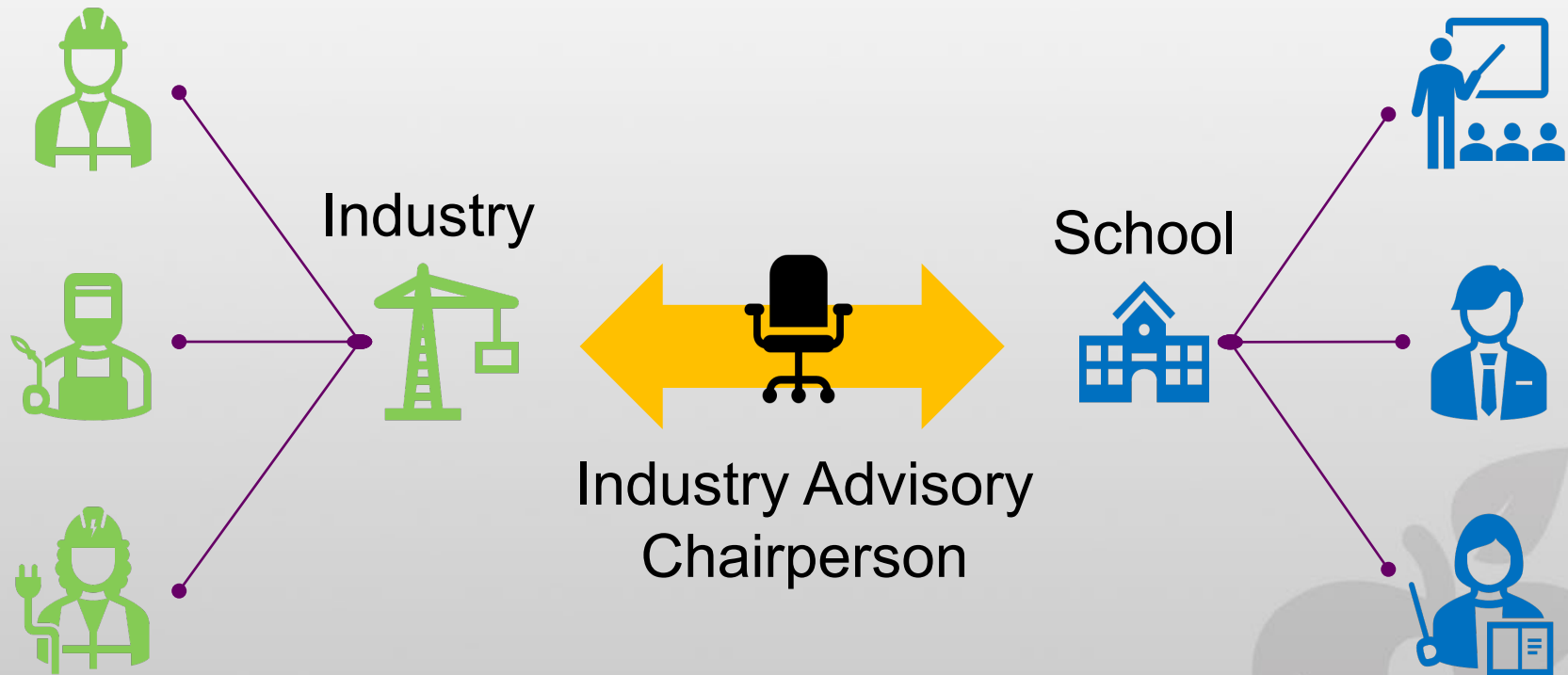
Job
Placement

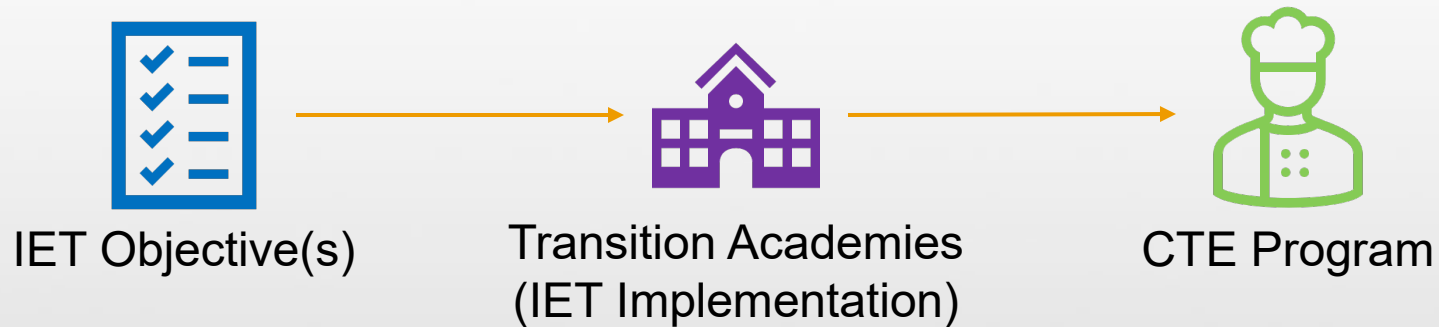
There are three major roles that Industry Advisory Committees play in program development:

- **Strategic Planning:** Developing goals for program completion, assessment outcomes, organizational development, and program growth.
- **Curriculum Development:** Developing and adapting curriculum to meet industry demands and ensuring that students are prepared for licensure examinations.
- **Job Placement:** Engaging with industry partners to create a network of employers, supporting in-field job placement upon program completion.

- Industry Advisory Committees (IAC) provide schools with an opportunity collaborate with industry partners to ensure that program goals align with the needs of employers.
- IACs are made up of members which represent the student body, the school staff, and the industry hiring students upon graduation.
- They provide stakeholders with an opportunity to provide meaningful insight, enabling educators and school administrators to make effective strategic decisions on the direction of their program.
- In addition to providing employment avenues and curriculum and strategic support, Industry Advisory Committees also benefit AGE/CTE programs by providing a continuous evaluation of employed-graduate students.





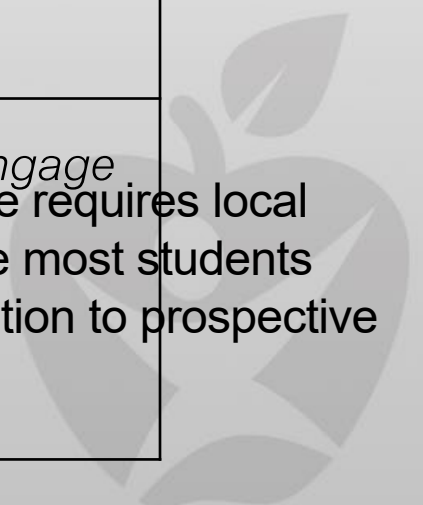


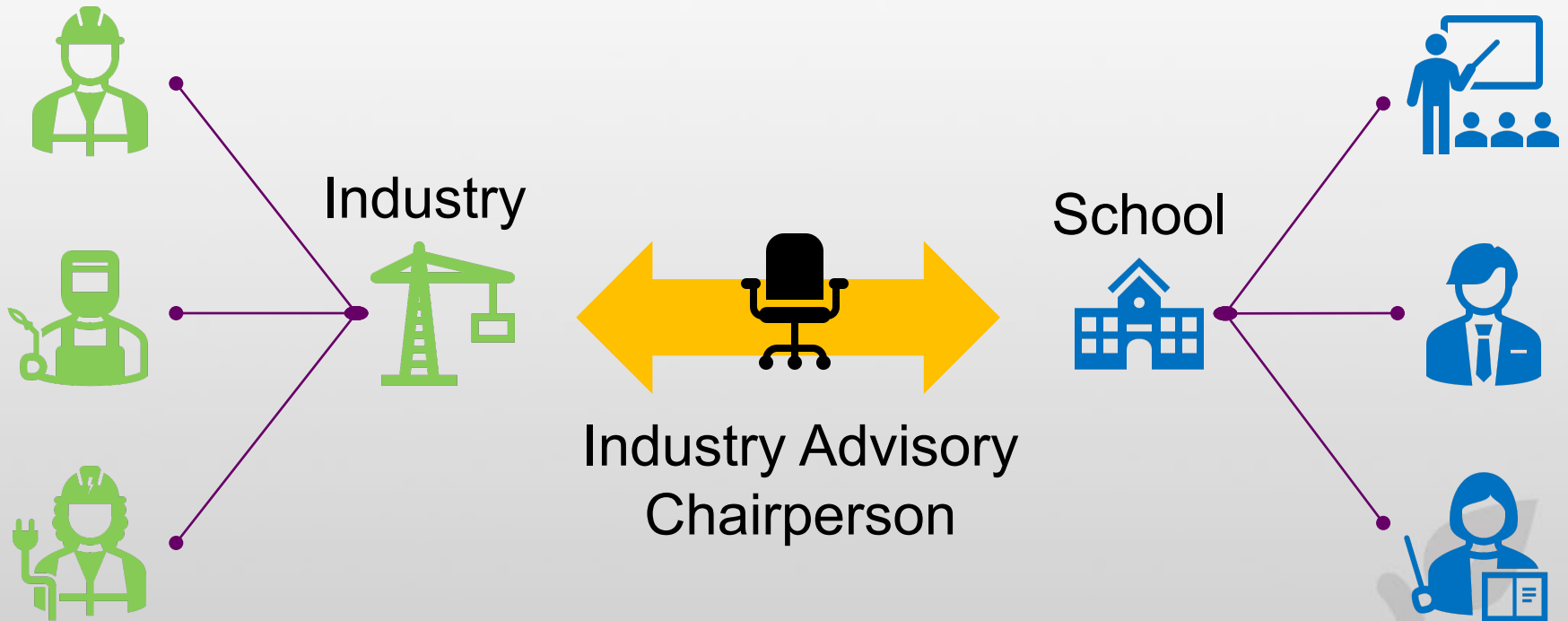
- In adult education, Industry Advisory Committees can guide educators and school administrators in ensuring that CTE objectives which drive IET are aligned with local industry demands.
- Additionally, the committees provide adult education programs with insight into expected academic requirements and skills needed for success in represented career and technical program.
- As adult education students transition into CTE programs via Transition Academies, the importance of community involvement through Industry Advisory Committees takes new form, providing support for strategic program growth, input on curriculum development, and avenues for employment upon graduation.

Industry Partner Selection Checklist:

✓	<i>Partner is employed in related field or industry in which</i>
✓	<i>or industry in which students will be hired.</i>
<i>hired.</i>	
✓	<i>Partner maintains leadership position with hiring power.</i>
	<i>with hiring power.</i>
	<i>Partner has the time available and is willing to engage</i>
	<i>willing to engage the school regularly, attending</i>
	<i>regularly, attending meetings and events</i>
	<i>events</i>

Selecting industry partners for an Industry Advisory Committee requires local industry research to determine which companies are hiring the most students completing CTE programs from the local technical college in addition to prospective employers and new businesses.



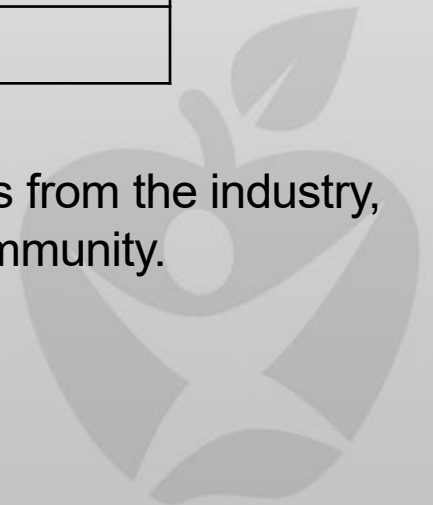



The Industry Advisory Committee Chairperson plays a critical Leadership role in the IAC by uniting Industry and the School.

- For many accrediting agencies, which require advisory committees, there are a minimum number of industry members required to establish quorum. To effectively establish an advisory committee, there should be a minimum of three local industry partners on the membership roster for the committee.
- Of the industry members, one will serve as a chairperson of the committee, who will help organize the meetings and ensure that all items on meeting agendas are covered.
- In addition to industry representatives, students are also involved in successful Industry Advisory Committees. Student input is an often overlooked, yet critical component of successful strategic planning for a school or program. Input from students regarding instructional quality, customer service, learning environment, and testing requirements is critical in determining future strategic goals.

IAC Roster Checklist:	
✓	<i>Industry Advisory Committee Chairperson (Must be an Industry Representative)</i>
✓	<i>At least 3 Industry Representatives (Must have hiring power)</i>
✓	<i>At least 1 School Administrator</i>
✓	<i>At least 1 Teacher</i>
✓	<i>At least 2 Students</i>

Industry Advisory Committees are structured to include members from the industry, student body, teaching faculty, administration, and community.





Template 2: Determining the IET Single Set of Learning Objectives and Competencies

Instructions:

Step 1: Using the information from Template 1A – Finding Contextualized Content. Complete, Template 2 – Single Set of Learning Objectives and Competencies, which will serve as the syllabus for your IET.

Step 2: Add the basic skills resources and assessments.

Step 3: Formulate your single set of learning objectives and competencies.

Example:

Week #	OST Content & Objectives	Basic Skills Content and Objectives	Workforce Prep Activity	Basic Skills Resources and Activities	Basic Skills Assessments
1	<ul style="list-style-type: none"> Ability to identify tools needed for measuring pipe length Ability to correctly measure pipe length with 100% accuracy 	<ul style="list-style-type: none"> List pipe measurement tools, their definitions and state their uses Understand & use units of measurement 	Exercise to compare which pipe cuttings had the most waste (FSF connection: Demonstrate quality consciousness)	<ul style="list-style-type: none"> OST textbook pages for key vocabulary words—students write complete sentences describing new tools Pipe measuring activity worksheet 	<ul style="list-style-type: none"> Post-lesson assessment—quiz on vocabulary words Assessment on ability to measure pipe length with 100% accuracy

IET Single Set of Learning Objectives:	Competencies
Demonstrate ability to select correct tool(s) to complete the required activity	<ul style="list-style-type: none"> Read and correctly identify and name the tools needed for measuring pipe length Properly select tool needed to complete a specific task Read instructions and demonstrate proper and safe use of tools.
Demonstrate ability to accurately measure pipe length to reduce waste	<ul style="list-style-type: none"> Read different measurement units on a blueprint Use common fractions to correctly measure materials to reduce waste Articulate the importance of reducing waste

- Developing a single set of learning objectives based on skills and standards from both AGE and CTE Curriculum frameworks requires educators to perform extensive research in choosing CTE standards.
- During committee meetings, educators and administrators gather data from industry committee members on critical skills and content area knowledge. This data is used during the process of selecting CTE standards and skills which will form the base for the IET Single Set of Learning Objectives.

When discussing CTE objectives during an Industry Advisory Committee

Meeting, some questions frequently asked are:

- Which skills are most in-demand within the industry, currently?
- What are the most common skills deficiencies observed in new hires?
- Which entrepreneurial skills are most needed for entry level positions in the field?
- What are some adult basic skills areas where new hires and existing employees can benefit from improvement?





Program Completion



Job Placement



Licensure Attainment

- The primary function of Industry Advisory Committees is to provide strategic support to educators and school/program. School strategic planning is an essential component of organizational growth and often entails making policy and curriculum changes to adapt to the changing needs of the economy.
- When organizing strategies to increase student achievement and job placement upon program completion, educators should keep three key metrics in mind: Program Completion Rates, Job Placement Rates, and Licensure Attainment Rates. These metrics often offer insight into the success of a CTE program and are, in many cases, required for accreditation purposes.

When discussing improvement objectives for an IET Supported program, some questions frequently asked are:

- How can the Single Set of Learning Objectives be improved to address the needs outlined in IAC meetings for the CTE program?
- Which skills are most in need as requested by employers?
- How can transition academy program objectives be aligned to CTE program objectives?



Council on Occupational Education
www.council.org

Success in the New Economy Video:
<https://www.youtube.com/watch?v=bauDp4NdPK8>





Questions?



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