HOW TO UTILIZE YOUR ADVISORY COMMITTEE MEMBERS IN YOUR PROGRAM

SCAN THIS QR CODE FOR LINKS TO TOOLS AND DOCUMENTS & INFORMATION FOR YOUR PROGRAM ADVISORY.

THESE MATERIALS WILL ALSO BE UPLOADED INTO CTYOU :) HAVE A GREAT CONFERENCE :)

## **How to Utilize Your Advisory Committee Members in Your Program**

**Looking to get more from your advisory committee?** I have put together some ideas and tools for you below that have effectively worked for my program. These are simple tools but edible and I hope it encourages you to integrate your advisory members into program planning, implementation, WBL/OJT opportunities and evaluation.

We all know advisory meetings are a requirement, but I hope these tools will help transform your advisory meetings from mere requirements into dynamic, invaluable assets for your program growth and student success.

### **Beyond Compliance: Why Advisory Committees Matter**

**Goal:** Shift the mindset from "must-do" to "opportunity."

Let's move beyond just checking a box. Your advisory committee is a **goldmine of expertise, connections, and fresh perspectives.**

**Benefits:**

**Program Relevance:** Ensuring your curriculum aligns with industry needs and trends.

**Resource Development:** Tapping into community resources, OJT/WBL, internships, guest speakers.

**Advocacy & Support:** Gaining champions for your program within the community.

**Evaluation & Improvement:** Receiving constructive feedback for continuous enhancement.

**Networking:** Building valuable connections for students and the program.

Think of them as your program's board of directors – invested stakeholders/partners who want to see you succeed.

### **Building Your Dream Advisory Team**

**Goal:** Provide actionable steps and a tool for recruitment.

The foundation of a great committee is its members. Who should be on your team?

**Who to Recruit (Diversity is Key!):** (My school wants me to have a min. Of 6 members yours may or may not have a specific number. I also am required to formally turn in a list of advisory members by a certain date.Every school does this a bit different. )

* + - **Industry Professionals:** Chefs, nutritionists, fashion designers, early childhood educators, financial planners, interior designers.
		- **Community Leaders:** Chamber of Commerce, local business owners, non-profit directors.
		- **Parents/Alumni:** Those with a vested interest in student success.
		- **Post-Secondary Reps:** Community college or university faculty.
		- **Former Students:**( my favorites to have on committee each year) Recent graduates who can offer current insights.
	+ **Where to Find Them:**
		- Local businesses (ask for managers/owners).Ask your students where they are working :)
		- Parent-Teacher Organizations (PTO/PTA).
		- Community events, job fairs.
		- Professional organizations (e.g., local culinary associations).
		- Your existing network!
	+ **Recruitment Approach:**
		- **Personalized Invitation:** A direct ask is often most effective.Open House/PT Meeting, ect.
		- **Clearly Define Roles:** What's the time commitment? What are their responsibilities? 1 meeting annually, if they would like to judge at FCCLA Contest? Volunteer or Assist with Mock interviews, ect.
		- **Highlight the Impact:** How will their contribution directly benefit students and the program?

**Tool: Sample Recruitment Email/Script**

Here's a template you can adapt to reach out to potential members:

*Subject: Invitation to Join Our FCS Advisory Committee*

*Dear [Name],*

*I hope this email finds you well. My name is [Your Name], and I am the FCS Educator at [School Name]. I am reaching out to invite you to join our Family and Consumer Sciences (FCS) Advisory Committee for the upcoming academic year.*

*Our advisory committee plays a vital role in ensuring our FCS program remains relevant, robust, and responsive to the needs of our students and the community. As a leader/expert in [their field/community], your insights would be incredibly valuable in helping us [mention specific goals, e.g., develop curriculum, identify internship opportunities, secure resources, evaluate program effectiveness].*

*The committee typically meets [number] times per year for approximately [duration] hours. We aim to make these meetings engaging and impactful, focusing on tangible outcomes that directly benefit our students.*

*Would you be willing to discuss this opportunity further? Please let me know if you are available for a brief call next week. Thank you for considering this important role.*

*Sincerely,*

*[Your Name], [Your Contact Information]*

### **Planning Effective Advisory Meetings**

**Goal:** Provide a structured approach and a checklist for productive meetings.

Once you have your team, the next step is making your meetings count. There are different styles of Advisory Meetings: Advisory Panel Meeting, Informational Meeting, Virtual and Hybrid Meetings. Preparation is key!

**Setting Clear Objectives:**

* + - Before each meeting, define 1-3 specific, measurable objectives. What do you want to achieve or get feedback on?
		- *Examples:* "Review proposed curriculum changes for the Early Childhood Master Teacher Pathway," "Brainstorm community service project ideas," "Evaluate student portfolio samples."

**Agenda Development:**

A well-structured agenda keeps everyone on track and ensures all key topics are covered.

**Tool: Advisory Meeting Agenda Checklist**

**Pre-Meeting:**

[ ] **Define Objectives:** What are the 1-3 main goals for this meeting?

[ ] **Identify Key Discussion Points:** What specific questions do you need answers to?

[ ] **Gather Relevant Materials:** I create and put together slideshow-Data, curriculum drafts, student work, program highlights.

[ ] **Set Date & Time:** Consider members' availability. (This is a big one-I send out a google survey to my committee members to see what times are best for them. I keep mine to one hour and we do a fun brunch advisory that has worked for our group, but everyone is different.)

[ ] **Send Invitation & Agenda:** At least one week in advance.

[ ] **Confirm Attendance:** Follow up with reminders.

**Meeting Agenda Items:**

[ ] **Welcome & Introductions (5 min):** Quick icebreaker, acknowledge new members.

[ ] **Review Previous Meeting Minutes/Action Items (5 min):** What was decided last time? What progress has been made?

[ ] **Program Update/Highlights (10 min):** Share successes, challenges, student achievements.

[ ] **Main Discussion Topic(s) (20-30 min):** This is where you seek input on your objectives. Facilitate open dialogue.

[ ] **New Business/Future Planning (5-10 min):** Ideas for next steps, future meeting topics.

[ ] **Action Items & Next Steps (5 min):** Clearly assign who does what by when.

[ ] **Adjournment & Thank You (2 min):** Express gratitude for their time and input.

**Facilitating Discussion:**

* + - Encourage all members to speak.
		- Ask open-ended questions.
		- Stay on topic.
		- Designate a note-taker.

**Assigning Roles:**

* + - Consider asking a committee member to co-chair or lead a specific discussion.

### **Maximizing Engagement & Impact**

**Goal:** Emphasize ongoing connection and demonstrating value.

The work doesn't end when the meeting adjourns. Consistent engagement is vital.

**Beyond the Meeting:**

**Follow-up:** Send meeting minutes and action items promptly.

**Small Tasks:** Occasionally reach out for quick advice or small contributions (e.g., "Could you review this draft lesson plan?").

**Share Successes:** Let them know how their input led to positive changes. "Because of your feedback, we were able to..."

**Recognizing Contributions:**

A simple thank you note.

Highlighting their involvement in school newsletters or social media (with permission).

A small token of appreciation.

**Connecting Input to Program Improvements:**

This is crucial! Show them their time and expertise are making a real difference. This fosters continued commitment.

I like to collect data for example: what FCCLA has been doing, pictures and samples of work and having students speak just even for a minute at advisory or plugging in a little video of class discussions or thank yous from the students.

Below I have attached a copy of last falls agenda to help get you started if needed. I like to usually have my advisory at Fall break, but last year I did it on a PD day.

Have a sweet school year!! Hollar at me if you have any questions 🙂

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Example of Advisory Agenda:

**GCTC’S Early Care & Education **  **Advisory Committee Meeting Agenda**

**Instructor: Keri Laxton**

**When: Monday, November 25, 2024**

**Where: Skylab I, Main Building**

**Time: 8:30-9:30**

**We will meet in Skylab I. *Brunch will be served for you at 8:15* and the meeting will start at 8:30**

* Welcome
	+ Thank you for your support in the future success of the ECE program.
	+ Introductions
* Early Care and Education Report/FCCLA Report
	+ Explain the ECE Roles and Responsibilities of students
	+ ECE Updates
	+ FCCLA Updates
* ECE OJT Experience/FCCLA Student Outreach projects
	+ ECE Training/Needs of individual students/Opportunities for students
	+ FCCLA outreach projects/community involvement and service-(FCCLA Officers and Students to Speak to Committee)
	+ What needs does the advisory group see for students and the community?
	+ What suggestions does the advisory group have for FCCLA and ECE to collaborate to address these emerging issues?
* ECE Advisory Committee
	+ Advisory Members Update
	+ Goals for Advisory and student interviews
	+ 24.25 school timeline and ideas for program and FCCLA
	+ Date for Spring Meeting 2025
	+ ECE Advisory Surveys
* Adjourn

Thank you for your help and commitment to Gordon Cooper’s ECE and FCCLA