

**EXECUTIVE**

**ADVISORY**

**COMMITTEE**

**HANDBOOK**

## PREFACE

The fact that you are reading this indicates that you have recently become or are in the process of becoming a member of the Executive Advisory Committee (EAC).

Executive Advisory Committees are made up of people like yourself working together to improve technical education. Your efforts will help the school satisfy the needs of your business by providing people who are well on the way to becoming qualified practitioners, Your efforts should also help others decide that technical education is an effective means to ultimately satisfy their personal and business needs.

You have been selected to help in this endeavor because of your knowledge and experience and because you have expressed an interest in helping, While these qualities are necessary for success, their full benefit will not be realized unless you know where and how to apply them, This handbook should help you to achieve that goal, The EAC or Executive Advisory Committee provides advice relative to the entire school as opposed to a department or occupation.

The EAC recognizes that most people are busy and have little time to waste, We want to be as effective as possible as quickly as possible, To that end, we have worked with the school administration in preparing this handbook, We hope you learn as much from reading it as we did preparing it.

Chairperson  
Executive Advisory Committee

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**  
**3075 Terwood Road, Willow Grove, PA 19090**  
**Telephone Number: 215-784-4800**

Administrative Director: Dr. Cathleen Plesnarski  
Assistant Director: Joseph Greb  
Superintendent of Record: Dr. Wagner Marseille

**Joint Operating Committee**

Abington	Jennifer O'Rourke
Bryn Athyn	Erik Odhner
Cheltenham	Charles Burdell-Williams
Hatboro-Horsham	Tara Conner-Hallston
Jenkintown	Carolyn Riley
Lower Moreland	Lance Wolbransky
Springfield	Walter Lapidus
Upper Dublin	Art Levinowitz
Upper Moreland	Paul Tkacs

**Executive Advisory Committee**

Gary Bissig, LABRepCo

Jamie Bretz, Montgomery County Community College

Kathleen Candelore, MONTCO Works

Joseph Daino, Jr, Chartwells (Ret.)

John Di Benedetto, John J. DiBenedetto Associates, Architects Inc.

Byron Goldstein, Abington School District (Ret.)

Susan Hoffman, Technology Consultant (Ret.)

Denise Lavery Frasca, Temple University Hospital - Jeanes Campus

Linda Millevoi, Abington Jefferson Health

Roseann Nyiri, Springfield Township Rotary Club

Samir Ouzomgi, Penn State Abington

Carolyn Riley, Joint Operating Committee

Earl Saurman, Abington Police Department

## AUTHORITY - CAREER AND TECHNICAL EDUCATION

The Pennsylvania State Board of Education regulations governing Career and Technical Education, Chapter 4 - Academic Standards and Assessment, require the establishment of a local advisory committee as a condition for career and technical education program approval by the Pennsylvania Department of Education, Eastern Center for Arts and Technology calls Its local advisory committee the Executive Advisory Committee. The applicable regulations are;

Chapter 4 - Academic Standards and Assessment  
§ 4,33, Advisory committees,

(a) A school district or AVTS administering or planning to administer vocational-technical education programs shall appoint a local advisory committee, Membership on the committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions and the general public, The appointed advisory committee shall meet at least once each year and shall give advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic, plans, course offerings, support services, safety requirements and the skill needs of employers, An advisory committee may serve multiple institutions where employment areas overlap.

(b) An administrative committee, composed of chief school administrators representing participating school districts, shall be included in the organization of each AVTS. The committee shall play an integral part in the development of the AVTS strategic plan under § 4,13 (relating to strategic plans) and advise the AVTS board and the administration concerning the educational program and policies of the school,

Chapter 339 - Vocational Education  
§339,13, Local advisory committee,

A local advisory committee shall include representatives of education, industry, business, community-based organizations, joint apprenticeship councils-if available-labor, management, parents and students. The committee shall advise the board and the administration concerning the general philosophy, objectives and program needs of the school. The board and the administration will make the decisions.

Local advisory committees provide overall direction for the entire career and technical education program of a school district, area vocational-technical school, career and technical center or postsecondary institution. This committee advises on the whole range of activities and issues involving the career and technical education program, provides advice on appropriate program offerings and support services and, when appropriate, provides assistance and support to the institution.

## GOVERNANCE OF THE SCHOOL

### **Joint Operating Committee**

The Joint Operating Committee is composed of nine members who represent EASTERN'S nine participating school districts, Committee members serve for a three-year term and meet monthly on the second Wednesday of the month except in January and July, At its monthly meetings, the Joint Operating Committee deals with policy, financial, personnel, student recognition, and committee matters.

### **Administrative Advisory Committee**

Superintendents of our school districts play an integral role in EASTERN'S operation. They meet monthly with the school's Administrative Director to ensure that programs offered at EASTERN meet the needs of their district, make recommendations to the Joint Committee and oversee EASTERN'S plan of operation. In a further effort to assure coordination and articulation of programs, periodic meetings are held with the principals, guidance counselors and special education personnel from the nine participating school districts. These meetings are held for the purpose of sharing information and seeking advice on a variety of administrative procedures.

### **Executive Advisory Committee**

The Executive Advisory Committee (EAC) is comprised of members of the business community. The Executive Advisory Committee advises the Joint Operating Committee on the educational and training needs of our current and future workforce. This committee advises the Administration and the Joint Operating Committee on all aspects of the educational program, A member of the Joint Operating Committee also serves on the Executive Advisory Committee to ensure close working relationships between the advisory groups and the Joint Operating Committee, which is responsible for policy matters.

## OPERATIONS OF THE EXECUTIVE ADVISORY COMMITTEE

A member of the Executive Advisory Committee performs the following roles in support of the governance and policy-making process at EASTERN:

- Participates in the three annual committee meetings, reviewing documentation prepared for the meeting and offering advice and insight on the issues placed on the agenda, as well as voting on EAC decisions;
- Brings such questions, issues and proposals as the member thinks will contribute to the health of the school and its governance to the attention of the EAC chair and/or the Membership Subcommittee chair acting as the keeper of the agenda, or to the attention of the full committee;
- Serves as chair or member of one or more subcommittees at the mutual discretion of the member and the EAC chair,

The Executive Advisory Committee meets three times a year. These meetings occur in November, March and June and are scheduled to coincide with crucial points in the annual governance cycle at EASTERN. The EAC performs its work for EASTERN chiefly through these three annual meetings and through the work of the subcommittees. The subcommittee chairs are BAG members; subcommittee members may or may not be EAC members.

To carry out its role, the EAC works closely with the Occupational Advisory Committee (OAC) of each program in seeking advice in such matters as curriculum, capital expenditures and program direction. It oversees a network of 14 Occupational Advisory Committees - one for each program offered at EASTERN. These committees, made up of individuals who are working in the occupational area, advise the school on what should be taught, the standards that students should be able to meet, and what tools and equipment students need to be able to use in order to meet industry requirements.

This two-level arrangement of advisory committees was established by EASTERN'S Administration and the Joint Operating Committee in the late 1980s. The purpose is to ensure that EASTERN'S decision-making process proceeds on the basis of appropriate information about all matters pertaining to 1) the occupations for which EASTERN provides education and training and 2) the characteristics and evolution of the industries in which these occupations are found within the communities served by EASTERN,

As EASTERN has increasingly made strategic planning a core element of its institutional culture since 1995, the EAC/OAC structure has acquired, in parallel, a focus on strategic idea-generation and advocacy, and has incorporated into its specific activities, active support for the pursuit of the goals incorporated in the strategic plans.

Members of the BAG are experienced leaders in their organizations within the community served by EASTERN. They are asked to bring to their roles understanding of both the occupational environment within that community as it shapes the needs for new high school graduates with specific knowledge and skills, and of the factors that contribute to successful

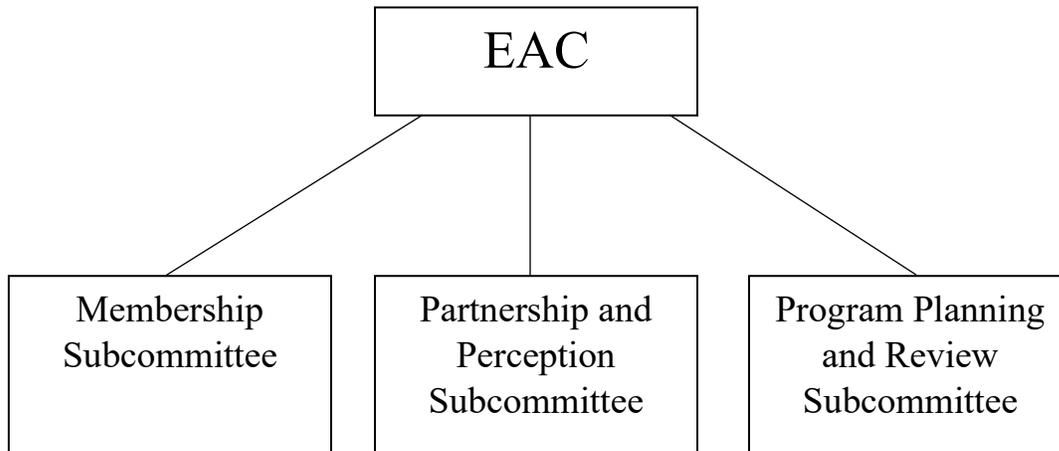
leadership, governance, and policy-oriented decision making in human resource organizations. As a strategically oriented body, the EAC seeks members who can bring experience with and a commitment to strategic planning in their business and community work.

EAC oversight of the 14 OACs occurs chiefly through meetings of the chairs of the OACs. These meetings occur twice yearly and are led by the chair of the EAC. OAC chairs prepare annual plans of work that are submitted at a fall meeting and annual reports of execution of those plans that are submitted at a meeting in May and then conveyed to the full EAC to reflect the level of effectiveness of the OACs during the year.

### **EAC Subcommittees**

To carry out its duties, the EAC established the following three standing subcommittees:

- Membership
- Partnership and Perception
- Program Planning and Review



Each subcommittee consists of a nucleus of three or more EAC members and may be supplemented with members of the OACs and the community at large.

- **Membership Subcommittee:** This subcommittee keeps the agenda for the EAC and recruits new members both for the EAC itself and for the subcommittees. The Membership Subcommittee conducts orientation sessions for new OAC members and maintains an OAC handbook designed to assist OAC members to carry out their duties. It is responsible for EAC policy review and recommendations.
- **Partnership and Perception Subcommittee:** This subcommittee fulfills both a marketing role, working to ensure that relevant information about EASTERN's programs effectively reaches potential students and all those adults who can influence students' educational choices, and a role in linking EASTERN to businesses in the community in a broad variety of ways that enable those businesses to support education at EASTERN, It also supports OACs as needed for marketing and awareness purpose.

- **Program Planning and Review Subcommittee:** This subcommittee oversees the program review process including OAC self-evaluation, program review, and implementation and validation.

## **EAC Appointment**

Appointment to the Executive Advisory Committee is recommended by the Membership Subcommittee and then forwarded to the Joint Operating Committee for final approval, New EAC members are required to attend an OAC meeting, or several, during their first six months of appointment, In addition, new EAC members serve on one subcommittee.

Appointments shall be for three-year terms. Appointments shall be staggered so that one third of the members' terms expires each year, Members may succeed themselves, The term of a new committee member shall start on July 1 and end on June 30.

The committee shall consist of a sufficient number of members to provide a representative cross section of the labor market served by EASTERN. The committee shall have at least 12 members and no more than 20 members. No more than two members may be graduates of Eastern Center for Arts and Technology.

Committee members should possess these characteristics:

- Intelligence, social vision and leadership experience/potential
- Interest in EASTERN'S programs
- Desire to improve EASTERN'S programs
- Willingness to promote EASTERN'S programs
- Ability to express ideas, defend convictions and listen to others
- Experience in or knowledge about those occupations being taught at EASTERN, as well as other occupations
- Availability to serve in terms of time, health and location
- Ability to work well with others
- High motivation and dedication to the purposes and work of the committee,

## **Officers**

Officers are to be elected every two years by the membership at the November meeting. Administrators and other institutional staff cannot serve as a Chairperson or Vice-Chairperson nor be a member of the EAC, The Executive Advisory Committee has two officers - Chairperson and Vice-Chairperson.

## **Chairperson**

The Chairperson's ability to guide the work of the committee will, to a large extent, determine the effectiveness of the committee, The Chairperson has responsibilities of;

- Serving as a non-voting member on the Program Planning and Review and Membership Subcommittees

- Establishing EAC meeting dates, in consultation with the administration and other committee members, and calling committee meetings
- Preparing the meeting agendas and assuring that each member receives a copy of the agenda prior to each meeting
- Assuring reports and background information are prepared and made available as necessary
- Presiding at meetings and maintaining contact with members, school representatives and governing boards
- Appointing subcommittee chairpersons, standing committees and, if needed, ad hoc committees

### **Vice-Chairperson**

The Vice-Chairperson serves to support the Chairperson in their role in guiding the work of the committee. To a large extent, the Vice-Chairperson's role is to learn all aspects of the Executive Advisory Committee. He/She must have served as a member of the Program Planning and Review Subcommittee. The Vice-Chairperson has responsibilities of:

- Serving as the Chairperson of the Membership Subcommittee
- Presiding over meetings in the absence of the Chairperson
- Directing committee program planning
- Assisting the Chairperson as requested.

### **Secretary (staff member)**

The Secretary serves to support the operations of the committee. By design, the Secretary is a staff member provided to the committee to assure the smooth transition of communication and reporting requirements. The Secretary has responsibilities of:

- Recording/writing the minutes of the meeting
- Transmitting all letters, correspondence, reports to members
- Maintaining a permanent record file of EAC activities
- Coordinating all correspondence on behalf of the committee.

### **Member Terms**

Members will be appointed to a term of three years, At the end of three years, members may be reappointed. There is not a maximum term limit, Membership should not become an unnecessary burden to any one person, and other individuals who may have an interest in serving should have an opportunity to serve on the committee. Members may resign at any time, but it is preferred that members complete their term.

**Meetings (frequency, organization, notice and quorum)**

- The Executive Advisory Committee meets three times a year during the months of November, March and June, which are scheduled to coincide with crucial points in the annual governance cycle at EASTERN
- Special meetings may be called by the Chairperson
- The Chairperson, after consultation with the advisory committee membership or the executive committee, shall establish the schedule of advisory committee and subcommittee meetings
- Meetings may be postponed or canceled by the Chairperson
- Written notices of committee meetings shall be mailed and/or emailed to all members at least seven days prior to the meeting by the committee Secretary
- Each meeting will begin at the planned time and will continue for no more than 90 minutes unless a majority of the members' present vote to extend the meeting,
- A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present, A quorum is required to conduct business.
- Members who are absent for consecutive meetings shall lose their membership unless the Membership Committee votes to extend their membership.

**Reporting and Dissemination**

Minutes, reports and recommendations shall be forwarded to the Joint Operating Committee by the Secretary for its next scheduled meeting.

**Plan of Work**

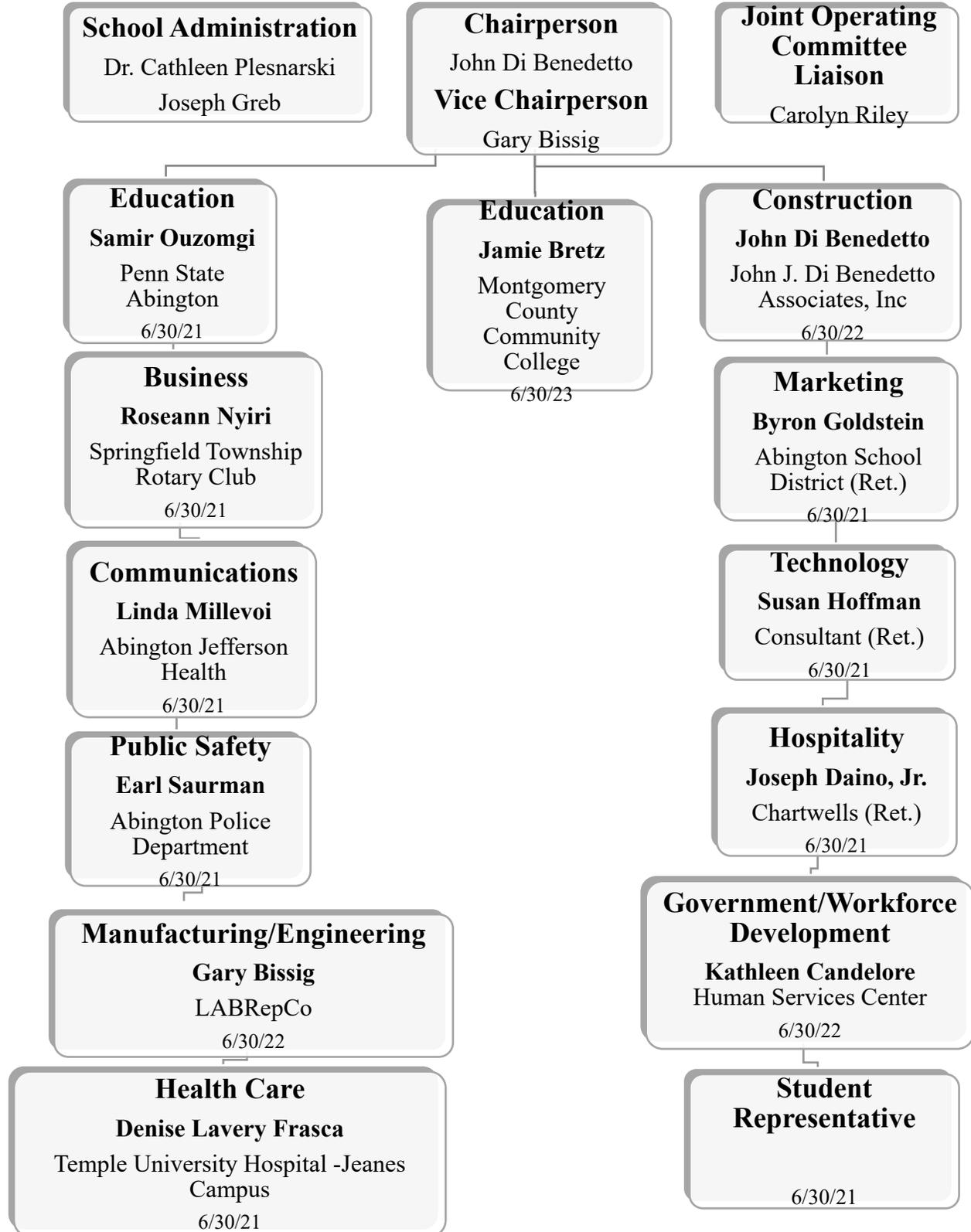
The committee shall annually establish a plan of work to govern its agendas, Items to be included are annual priorities for committee and subcommittee work.

**Funding**

Expenditures of the committee shall be assumed by the Joint Operating Committee upon their prior approval.

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**EXECUTIVE ADVISORY COMMITTEE  
TABLE OF ORGANIZATION**



**The Mission** of the Eastern Center for Arts and Technology, a leader in technology and in developing innovative, responsive programs, is to equip all students with the skills, knowledge and attitudes necessary to select, enter and succeed in a career and to anticipate and adapt to change by providing high-quality technical instruction and specialized services.

## What We Believe

Student success is the ultimate purpose of everything that happens in the school.

Meaningful improvement in every aspect of the school is always identifiable and achievable.

Every member of the school community sets high expectations in every endeavor, individual or collective.

Effective decision-making must actively involve all of the school's constituencies, and depends on access to and use of enough of the right kinds of data.

## What We Measure

- Student Performance
- Customer Satisfaction
- Staff Development
- Program Currency
- Organizational Efficiency

## What We Do

- We conduct a systematic, strategic review of each program in the school, through the occupational advisory committees, not less than once every five years
- We insure that students enroll for the right reasons and in programs that are right for them
- We provide students with a warranty to assure employers that the students have successfully acquired the knowledge and skills needed for specific jobs and occupations
- We actively seek, listen to, and act on the views of the business community
- We work with leaders of the participating school districts to develop a sense of common ownership of the school and a common sense of the school's value
- We value the staff of the school both as members of the school's learning community and as participants in the school's decision making processes
- We offer programs that address the needs of life-long learning
- We charge our leaders with learning, leading, transmitting and building the organization's culture

 **EASTERN**

**EASTERN CENTER FOR ARTS AND TECHNOLOGY  
EXECUTIVE ADVISORY COMMITTEE**

**Wednesday, June 3, 2020**

**6 PM-Virtual Meeting**

**AGENDA**

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- A. Call to Order – Mr. Bissig
- B. Approval of Minutes (3/4/20) - Mr. Bissig
- C. Subcommittee Reports
  - 1. Membership – Mr. DiBenedetto
    - a. List of new Occupational Advisory Committee (OAC) members and OAC student representatives for approval by JOC
      - Action Item: Approve forwarding the request for appointment of new OAC members and OAC student representatives for 2020-2021 to the JOC
    - b. List of reappointed OAC and EAC members for approval by JOC
      - Action Item: Approve forwarding the list of reappointments of OAC and EAC members for 2020-2021 to the JOC.
  - 2. Partnership Perception - Mr. Goldstein
    - a. Action Item: Approve Marketing Plan 2020-2021
  - 3. Program Review - Ms. Lavery Frasca
    - a. Networking and Cybersecurity Program Review Document
    - b. Veterinary Science Program Review Document
      - Action Item: Approve forwarding Final Reports to JOC
      - Action Item: Approve 2021-2022 Equipment Requests
- D. New Business – Mr. Bissig
  - 1. Accomplishments 2019-2020
  - 2. Adopt Plan of Work 2020-2021
  - 3. Calendar of Activities 2020-2021
- E. Report from Administration – Dr. Plesnarski
- F. Adjournment

# EASTERN CENTER FOR ARTS AND TECHNOLOGY

## Executive Advisory Committee

### PLAN OF WORK

2020-2021

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#### Membership

1. Plan and conduct the fall and spring OAC Chairpersons Meetings.
2. Develop the Annual Report to the Joint Operating Committee.
3. Enhance the EAC with new members.
4. Develop strategies to recruit new OAC members and retain current OAC members.
5. Develop and identify individuals for leadership positions in the EAC.
6. Review changes to Tables of Organization as needed.

#### Program Planning and Review

1. Monitor the implementation of program changes in Cosmetology, HVAC and Welding Technology (Yr. 3).
2. Monitor the implementation of program changes in Allied Health and Automotive Technology (Yr. 2)
3. Monitor the implementation of program changes in Networking and Cybersecurity, and Veterinary Science (Yr. 1)
4. Monitor program review in Collision Repair Technology and Protective Services.
5. Monitor the OAC Self-Evaluations for Business and Technology Professional, Commercial Art and Electrical Technology.

#### Partnership Perception

1. Explore strategic partnerships to add value, program accreditation, and increase student certifications, real-world experience, and pathways to the industry.
2. Review and adopt the annual Marketing Plan with focus on target marketing for undersubscribed programs.
3. Continue to move marketing efforts to electronic format.
4. Continue to develop and use strategies to reach out to parents, prospective students, and participating school counselors.
5. Expand the use of career pathways in the marketing materials and incorporate our participating school districts.
6. Modify and enhance digital communications

## Occupational Advisory Committee Life Cycle



Policy Number: B116  
Title: Class Size  
Section: Programs

## **Class Size**

### **I. Authority**

Class size shall be determined by the Joint Committee after consultation with the Director.

### **II. Responsibility**

The Director shall prepare guidelines for class size which shall take into account:

- Pennsylvania Department of Education room capacity
- Availability of equipment and student stations
- Certification, Licensure and Affiliation Requirements

### **III. Guidelines**

The Joint Committee authorizes the Director to conduct a full-time course when student enrollment is 18 or more students.

The Joint Committee authorizes the Director to make necessary modifications to the guidelines consistent with changes in enrollment data, the guidelines noted above, and appropriate leadtime for the effective opening of school. Necessary changes will be presented for ratification at a subsequent Joint Committee meeting.

If the September 30 enrollment in any of EASTERN'S full-time career and technical offerings is less than eighteen (18), the Occupational Advisory Committee, Executive Advisory Committee shall, with the involvement of the instructor and a representative of the Eastern Center for Arts and Technology Educators' Association; determine the need of the local economy to support workers in the occupation serviced by the program. If it is determined that sufficient need does not exist, a recommendation to terminate the program will be submitted to the Joint Committee for the following school year.

If the need for the program is supported, recommendations on how to modify the program if necessary and increase interest and enrollment in the program shall be developed and the program will be offered for the following school year. At the conclusion of this following school year, the June registration will determine the status of the program.

**Adopted: 03/10/82**

**Revised: 11/13/91**

**Revised: 01/08/03**

**Revised: 12/11/13**

**Eastern Center for Arts and Technology**

**PROGRAM PLANNING AND REVIEW**

**TIMELINES**

<b>School Year</b>	<b>Self-Evaluations/ Data Books to be Completed</b>	<b>Program Reviews to be Completed</b>	<b>EAC Representatives for Program Reviews</b>
<b>2015-2016</b>	Construction Culinary Arts	Commercial Art Electrical Office Management	Andrew Ippolito/John Di Benedetto Denise Lavery Frasca/Earl Saurman Roseann Nyiri/Gary Bissig
<b>2016-2017</b>	Cosmetology HVAC Welding	Construction Culinary Arts	John Di Benedetto Skip Daino/Susan Hoffman
<b>2017-2018</b>	Allied Health Automotive	Cosmetology HVAC Welding	Denise Lavery Frasca Gary Bissig, Samir Ouzomgi Earl Saurman, John Di Benedetto
<b>2018-2019</b>	Veterinary Science CNA	Allied Health Automotive	Denise Lavery-Frasca Susan Hoffman
<b>2019-2020</b>	Collision Repair Protective Services	NCS Veterinary Science	Susan Hoffman Gary Bissig
<b>2020-2021</b>	Commercial Art Electrical Business and Technology Professional	Collision Repair Protective Services	Joseph Daino and Susan Hoffman Gary Bissig
<b>2021-2022</b>	Construction Culinary Arts	Commercial Art Electrical Business and Technology Professionals	
<b>2022-2023</b>	Cosmetology HVAC Welding	Construction Culinary Arts	

## Instructional Support Budget 2021-2022

<b>Allied Health</b>	<b>New Equipment</b>	
	Simulation Mannequin	\$13,000
<b>Automotive Technology</b>	<b>New Equipment</b>	
	Tire Changer	\$14,000
	Tire Balancer	\$18,000
	Electrical Trainers	\$24,000
	<b>Replacement Equipment</b>	
	Graphing Meter (replacement)	\$11,000
<b>Networking and Cybersecurity</b>	<b>New Equipment</b>	
	CISCO Router	\$10,000
<b>Protective Services</b>	<b>New Equipment</b>	
	MSA G1 SCBA Units (5)	\$39,755
	MSA FireHawk M7 SCBA Carrier, Facemask, Cylinder	\$12,180
<b>Robotics and Automated Technology</b>	<b>New Equipment</b>	
	Trainers	\$50,000
<b>Veterinary Science</b>	<b>New Equipment</b>	
	ECG	\$5,000
	CPR Monitoring Model	\$5,000
<b>Welding Technology</b>	<b>New Equipment</b>	
	Miller XMT Welder	\$6,000
	Miller Wire Feeder	\$4,000
	Plasma Cutter	\$2,000
	<b>Grand Total</b>	<b>\$213,935</b>

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**

**EXECUTIVE ADVISORY COMMITTEE**

**CAPITAL EQUIPMENT REQUEST TIMELINES**

**2020-2021**

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- **Prior to May 6, 2020** - OAC's prepare equipment requests and submit Form 45 - Equipment Request Form - signed by OAC Chairperson
- **May 15, 2020** - Equipment requests reviewed and verified by the Program Planning and Review Subcommittee of the EAC
- **June 3, 2020** - Equipment List approved by the EAC
- **August 12, 2020** - Joint Operating Committee approval of equipment for 2020-2021 budget

**EASTERN CENTER FOR ARTS AND TECHNOLOGY**  
**OCCUPATIONAL ADVISORY COMMITTEES (OAC) SELF-EVALUATION**

Please circle the appropriate rating for each statement.

3- Exemplary: Deserves to be made a best practice and recommended as appropriate to other committees.

2- Not specifically in need of improvement, but also not quite exemplary: if rated as this please provide narrative as to what direction the committee might move to become "Exemplary".

1- Needs improvement: If this score is used please provide narrative as to a "Plan of Improvement" to move to a higher rating.

The makeup of the OAC represents the entire industry including various types of business operations, Provision have been made to have "spare" members to assure a quorum that represents the industry.

**Rating**

3	2	1	Updated table of organization indicating terms and segment of industry Represented.
3	2	1	Nomination forms reviewed by OAC and submitted for EAC and Joint Committee approval.
3	2	1	Members regularly attend meetings and participate in OAC activities
3	2	1	Sufficient industry diversity exists on the committee

The committee work is focused on the major responsibilities delegated to the OAC's and on EASTERN's goals.

**Rating**

3	2	1	The OAC provides recommendations to update, modify, expand, and improve the quality of the occupational program.
3	2	1	Written plan of work tied directly to areas of responsibility and EASTERN'S goals that includes measurable outcomes.
3	2	1	Written plan of work for the Executive Advisory Committee that communicates current goals.
3	2	1	Annual review by OAC members to evaluate the degree to which the Plan For Work has been carried out.
3	2	1	The OAC supports and strengthens the relationship between business, industry, the community, and education.
3	2	1	The OAC makes recommendations to strengthen and expand the curriculum and provide assistance in implementing these recommendations.

- |   |   |   |  |
|---|---|---|--|
| 3 | 2 | 1 | The OAC articulates long-term goals and objectives of the occupational program to parents, employers, and the community. |
| 3 | 2 | 1 | The OAC reviews and recommends industry credentials for program certification.   |
| 3 | 2 | 1 | The OAC reviews and recommends industry credentials for teacher/student certification.                                   |

OAC members interact with students and parents in a variety of ways such as:

**Rating**

- |   |   |   |                                 |
|---|---|---|---------------------------------|
| 3 | 2 | 1 | Mentoring                       |
| 3 | 2 | 1 | Participation in Open House     |
| 3 | 2 | 1 | NOCTI judging                   |
| 3 | 2 | 1 | Mock Interviews                 |
| 3 | 2 | 1 | Expanded Learning Opportunities |
| 3 | 2 | 1 | Participation in Awards Night   |

Leadership in the operation of the committee is provided by committee members.

**Rating**

- |   |   |   |  |
|---|---|---|--|
| 3 | 2 | 1 | Committee chair guides the development of meeting agendas. OAC member input into the development of the next agenda is reflected in the minutes. |
|---|---|---|--|

OAC meetings are scheduled minimally three times a year and are related to carrying out the plan of work.

**Rating**

- |   |   |   |   |
|---|---|---|---|
| 3 | 2 | 1 | Agendas sent to members in advance of the meetings  |
| 3 | 2 | 1 | Minutes of meetings are sent to all members   |
| 3 | 2 | 1 | Periodic review of status of plan ofwork-reflected in the agendas and minutes   |
| 3 | 2 | 1 | Recommendations are reflected in the minutes and forwarded to the Executive Advisory Committee at the appropriate time. |

Please attach narrative for any items rated a one or a two.