COMMUNITY ADVISORY TEAM PACKET

Email Invitation to Join CTE Advisory Committee

Option 1

Dear CTE Contact,

<INSERT SCHOOL NAME> is committed to offering a variety of courses in Career and Technical Education (CTE). As part of our goal to provide relevant, real-world curriculum, we host a CTE Advisory Committee each semester for local experts to meet with our teachers to provide up-to-date information on the skills needed to be successful in today's job market.

We were wondering if you would be interested in joining our Advisory Committee for FILL IN NAME OF PROGRAM? We will be meeting on <INSERT DATE AND TIME>. This semester's meeting will take place at <INSERT LOCATION>, located across the street from <GIVE DESCRIPTOR OR LINK TO MAP>.

Please let me know if you would like to attend by FILL IN RSVP DATE. We plan to serve a hot meal in appreciation of your time and commitment to our CTE programs. Tours of the Learning Center will be offered, as well as the opportunity for you to network with others in your field!

Thank you for your consideration of joining our CTE Advisory Committee! Please let me know if I can answer any questions.

Option 2

Dear CTE Contact,

<INSERT COLLEAGUE NAME> gave me your contact information. I am the director of Career and Technical Education (CTE) at <INSERT SCHOOL>. At <INSERT SCHOOL>, we are committed to offering a variety of courses in CTE. As part of our goal to provide relevant, real-world curriculum, we host a CTE Advisory Committee each semester for local experts to meet with our teachers to provide up-to-date information on the skills needed to be successful in today's job market.

We were wondering if you would be interested in joining our Advisory Committee for FILL IN NAME OF PROGRAM? Our next meeting will be this Fall, but I wanted to reach out now to gauge your interest. Typically our meetings last no more than two hours, with a meal included. During the meeting, you will have the opportunity to meet the teachers who teach in the program you are advising, discuss what skills are being taught, as well as what additional curriculum and skills students need to be successful in that field. You are seated with other members from your area of expertise, so it is also an opportunity to network with those in your field.

Thank you for your consideration of joining our CTE Advisory Committee! Please let me know if I can answer any questions.
Community Advisory Team Meeting Reminder

Date

Local Industry
CTE Contact Name
Some Street
Some Town, IN

Dear Contact Name,

<INSERT SCHOOL> Spring Career and Technical Education advisory committee meeting will be <INSERT DATE> at <INSERT TIME> in the <INSERT LOCATION>. Your continued support of our Career and Technical Education courses will ensure that our curriculum is in touch with what our students will encounter after graduation. Our faculty looks forward to this opportunity to gain your valuable feedback!

Please email or call <CONTACT NAME> at <CONTACT EMAIL> or <CONTACT NUMBER> to RSVP. Dinner will be provided. If you are not able to attend, please consider sending someone else within your organization. <CONTACT NAME> would be happy to note their RSVP as well. We look forward to our continuing collaboration to strengthen Career and Technical Education at <SCHOOL>.

Sincerely,

NAME
Position
School
Address
City/State/Zip
Phone
CTE Breakout Session Meeting Agenda

School Name

CTE Program Advisory Committee

Break Out Session Agenda

I. Introduction of members of committee
   a. Name
   b. Field Experience/University Affiliation

II. General overview of current curriculum provided by session leader

III. Committee discussion
   a. Areas of concern regarding current curriculum
   b. Identify competency levels and performance standards
   c. Identify employability skill sets
   d. Review of classroom instructional material, equipment, and technology
   e. Identify certifications that increase employability

IV. Networking/Partnership Discussion
   Possible ways in which the students in the CTE program can work with business, industry

V. Any final comments for the good of the group

VI. Assign next steps for any team members present