



Occupational Advisory Committee

A Link Between Career & Technical Education and Business/Industry

What is an Occupational Advisory Committee (OAC)?

- ✚ It is a group of people made up of community employers, employees, community members, parents, students and post-secondary representatives that meet together a few times a year to discuss how to keep a career program relevant, dynamic and on the cutting-edge of technology
- ✚ All with the purpose of advising the educators on the design, development, implementation, evaluation, maintenance, and revision of career and technical programs

As an OAC Member, what am I expected to do?

- ✚ Collaborate to create an action plan for the program each year
- ✚ Define short-term & long-term goals for the program
- ✚ Review the curriculum of the program, ensure that it meets the needs of the students and projected employment needs of business & industry
- ✚ Review result outcome data for the program
- ✚ Evaluate the impact of recommendations yearly

What are some of the specific skills I can bring to an OAC?

- ✚ Provide up-to-date information on emerging trends
- ✚ Assist in identifying the need for a new career and occupational training
- ✚ Recommend changes in facilities, equipment, materials and staffing needs to keep instruction relevant
- ✚ Identify current specific skills, knowledge and/or student attitudes that should be included in a program
- ✚ Assist in identifying work experience, internships, and employment opportunities within the community
- ✚ Keep a career program informed of changes in the labor market as well as specific changing employment needs
- ✚ Recommend standards for program quality, including standards for graduates, to ensure successful entry-level employment in subject area
- ✚ Assist the program and school with business/industry and community surveys related to career education
- ✚ Help provide publicity for career programs and assist with dissemination of this information to the community

CCUPATIONAL ADVISORY COMMITTEE MEMBERSHIP



Please note: OAC members must be employees and employers in the occupation for which training is provided. Membership shall also include representatives authorized by the workforce investment board, civic organizations and higher education institutions.

To be Completed by OAC Member

Member Information

Last Name _____ First Name _____ Middle Initial _____
 Home Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ Cell Phone _____
 Home Email Address _____ Facebook Name _____

Employment Information

Company/Organization Name _____
 Company Address _____
 City _____ State _____ Zip Code _____
 Company Phone _____ Work Email Address _____
 Nature of Business _____
 Describe Your Job Responsibilities _____

To be Completed by Technical Teacher

Technical Program _____ **Video, Sound, & Music** _____
 Teacher(s) Name _____ **Fred McCarthy & Kevin Folk** _____
 CIP Code & CIP Name _____ **10.9999 Communications Technologies/Technicians and Support Services** _____
 Appointment Reappointment
 Program of Study and/or Job Title in Which This Individual Has Expertise

 Other _____

To be Completed by Technical Teacher and Assistant Director

I have reviewed this suggested appointment with the technical program teacher and I recommend this individual be appointed as a member of the respective Occupational Advisory Committee by the Joint Operating Committee.

 Technical Teacher _____ Date _____

 Assistant Director _____ Date _____

To be Completed by Central Administration Office

Approved by WIB/Community/Post-Secondary _____
 Date Appointed/Re-Appointed by Operating Committee _____