

## ***Great Oaks Career Campuses***

### **Business & Industry Advisory Council**

Workforce education must be linked with the human resource development needs of business, industry and labor to prepare a highly competitive workforce. Input from experts in occupational fields is of utmost importance in preparing youth and adults to enter, compete and advance in this global economy. This handbook is provided as a guide for the formulation and operation of Business & Industry Advisory Councils within the Great Oaks Institute of Technology and Career Development.

#### **Purpose**

Effective programs in career-technical education must be an integral part of the community in which they exist and such programs should reflect the day-to-day occupational life of the community. If this reflection is to be accurate, close cooperation between the school, business, industry, labor, parents and graduates is essential. The most effective means of providing this type of cooperation is through the use of effective Business & Industry Advisory Councils.

A better understanding of the goals and objectives of career-technical education is provided to the community through the participation of various Business & Industry Advisory Councils by representatives of management, labor organizations and concerned community citizenry. Our career development campuses will benefit by obtaining better direction for the program, make it easier to employ students in local businesses, and secure stronger community support.

Business & Industry Advisory Councils substantially contribute to career-technical education in a variety of ways. In addition to identifying training needs, such councils assist our campuses by providing information for keeping instructional content current and meaningful, assisting in job placement of graduates, providing for adult education, recruiting competent individuals as teachers, obtaining equipment and building respect and prestige for the program. Business & Industry Advisory Councils enable employers to participate in the development of present and future employees.

The responsibility for the creation and operation of Business & Industry Advisory Councils at the local level is vested in a designated school official. The particular type of council determines the school authority responsibility. The Great Oaks Council of Technology and Career Development is organized by the President/CEO. Similarly, the Regional Business Partnership Council is organized by the campus Deans (see resource section). The Career-Technical Business & Industry Advisory Council is organized by the program instructor.

## Committee Structure

Committee make-up will be as follows: (9-14 members)

- Business & Industry (5-8 members)
- Parent of graduate or a current student (1-2 members)
- Graduates (1-2 members)
- Labor or affiliated associate (1-2 members)
- Post-secondary institution associate (1-2 members)

### **Functions of this Council include:**

1. Advise in developing course content for specific occupations.
2. Provide advice concerning laboratory layout, including the type and quality of equipment to be used.
3. Provide the instructor with industry standards that support instruction and effectively relate the skills and knowledge that pertain to the job and its relevance to the needs of the community.
4. Assist in job placement of students.
5. Assist in evaluation of specific course offerings.
6. Assist in providing direct and indirect financial support, frequently securing donations of equipment and materials.
7. Advise school officials in areas concerning the need for upgrading workers and retaining workers.
8. Assist in the development of community understanding and support of career-technical education.
9. Provide support for career-technical student organization activities.
10. Provide support to the student mentor program.
11. Provide job shading, internship, and externship sites for students.
12. Provide support for career fairs, open houses, and field trips.
13. Provide support in selection of textbooks and instructional related material.
14. Provide information about current career trends and technology.
15. Assist with the recruitment and retention of students.
16. Provide support for the district Industry Exchange Program.