

Postsecondary Programs

Title: Postsecondary Advisory Committees

It is the policy of the Division that each school district receiving funds for operating approved Professional-Technical Education programs utilize local advisory committees. The committee shall be advisory only, having no administrative authority over local Board of Education or administrative staff.

Advisory committees are groups of employers and community representatives who advise educators on the design, development, operation, evaluation, and revision of Professional-Technical Education programs. The workplace knowledge and resources provided by committee members help ensure that all aspects of the program reflect the current needs and conditions of the workplace.

The committee, consisting of industry and business representatives, should meet a minimum of one (1) time a year. Minutes of each meeting must be kept in the program file with a copy to administration. Division program managers will review the minutes while on technical assistance visits or during a program review at the school. Program managers may request the minutes be submitted as needed.

The [Professional-Technical Administrators Handbook for Advisory Committees](#) and the [Advisory Committee Member Handbook](#) are available online at www.pte.idaho.gov/advisorycommittee/index.html. These documents should be used to organize and operate a local advisory committee and act as a guideline for individual members of the committee.

Program managers may be contacted regarding individual program area advisory committee questions. You may contact the program manager on our website, www.pte.idaho.gov or call (208) 334-3216.

Approved: August 7, 2008