



Center Advisory Committee Requirements (per Chapter 313, §8404)

- Center Advisory Committee (CAC) is responsible for advising the Career and Technical Education director concerning the provision of career and technical education by the center.
- CAC is to meet 6 times per year.
- Membership shall include the following:
 - The superintendent of each unit governing or affiliated with the center or the superintendent's designee;
 - A member of the school board for each unit governing or affiliated with the center, chosen by the school board; and
 - If approved by the school board of each unit governing or affiliated with the center, representatives, on either a voting or nonvoting basis, of private secondary schools approved for tuition purposes and served by the center
- Record meeting minutes
- Review current programs offerings
- Review and approve Live Work Policy (yearly)
- Suggest and approve changes to program offerings
- Review other correlated Center/Region business affairs
- Review and approve Cooperative Agreement Policy (yearly)
- Provide feedback on the successes or failures of each program
- ****Please request a copy of Chapter 313 for additional details concerning CAC not listed here****

Program Advisory Committee Requirements (per MDOE-CTE Perkins State Plan)

- Program Advisory Committee (PAC) meets at least annually-with a suggestion to meet each semester
- Membership must include the following:
 - Teachers
 - Students
 - Secondary constituents
 - Postsecondary constituents
 - Business and Industry partners
 - other interested or concerned stakeholders
- Record meeting minutes
- Review current curriculum, suggest and approve changes to curriculum and course offerings
- Conduct a comprehensive examination the program's standards/IRC/assessment/technical skill attainment
- Develop/review a plan to move the program to approved IRC/standards/assessment/technical skill attainment/IRC
- Develop a "Self-Evaluation Yearly" program tool. MDOE-CTE is developing a tool that can also be used— projected release date is Sept 2009.



For more information, please contact

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