

COPY of CHARTER
REVISIONS
Statewide CTE Advisory Council

Sponsors:

- Office of Secondary Post Secondary Transitions (SPST), Oregon Department of Education (ODE)
- Office of Community Colleges and Workforce Development (CCWD), Higher Education Coordinating Commission (HECC)

Statement of Purpose:

The Statewide CTE Advisory Council, referred to as Advisory Council here on, will provide ongoing, equity-focused advice, guidance and feedback on strategies and progress being made throughout the implementation of CTE State Plan and its goals.

Scope: The Advisory Council shall advise ODE and HECC on:

- A. Development of CTE State Plan components including:
 - 1. Equity and Civil Rights
 - 2. CTE Educator Retention and Recruitment
 - 1. Social media recruitment campaign
 - 2. Application and licensure guidance
 - 3. Flexible Learning and Certification Systems
 - 4. High Quality and Statewide CTE Programs of Study
 - 5. Career Connected Learning
 - 1. Career guidance and awareness
 - 2. Essential employability skills & entrepreneurial skills
 - 3. Work-based learning
 - 6. CTE Continuous Improvement and use of Data
 - 7. Alignment of CTE programs with STEM initiatives, workforce (including industry consortia), college, school, and community
 - 8. Communication and networking opportunities
 - 1. Industry partner retention strategies
- B. Advise on areas of work where the state should focus policy, communication and funding
- C. Advise on building more inclusive CTE systems and communications

Formation of Committee:

As part of Oregon's CTE State Plan to build transparency and broaden the voices that contribute to its development and implementation, Oregon formed the CTE Advisory Council.

Decision-making Authority:

The Council is an advisory body, where the members will provide knowledge, suggestions, and recommendations to advise ODE/HECC. State staff is responsible for summarizing highlights from the meetings and responding to information requests and key action items. State staff will communicate how they acted on the advice provided by advisory members at the following meeting. Minutes will be shared publicly.

Membership:

The CTE State Plan lists required consultation with the following community partners:

- Oregon's nine federally recognized Native American tribes
- All education partners (secondary and postsecondary; teachers/instructors, advisors and administrators)
- Community Representatives (students, parents, community organizations)
- State Workforce Development Board
- Business/Industry/Registered Apprenticeship
- Perkins V Special Populations
 - individuals with disabilities;
 - low-income youth and adults;
 - individuals preparing for nontraditional fields;
 - single parents, including single pregnant women;
 - out-of-workforce individuals;
 - English language learners;
 - houseless individuals;
 - youth who are in, or have aged out of, the foster care system;
 - youth with a parent who is an active duty member of the armed forces
- Out of school youth
- Representatives from state institutions (Oregon School for the Deaf and/or Corrections)

Additional preferred/specific categories include:

- Ex officio
 - ODE Leader
 - CCWD Leader
 - Bureau of Labor and Industries Leader
 - Employment Department Leader
 - CTE Network Representative
 - Secondary CTE Equity/Civil Rights Staff
 - CCWD Staff

- SPST Staff (Council Organizer)
- Education Partners:
 - Secondary CTE Instructor
 - Secondary Counselor
 - Secondary Administrator
 - Secondary Special Education Instructor/Administrator
 - Post Secondary CTE Instructor
 - Post Secondary Advisor
 - Post Secondary CTE Administrator
 - Post Secondary Equity/Civil Rights Staff
 - Post Secondary Adult Basic Skills Staff
 - Registered Apprenticeship Trainers/Instructors
- Community Partners:
 - Secondary Parent
 - Secondary Student
 - Postsecondary Parent
 - Postsecondary Student
 - Workforce Development Board Member
 - Oregon STEM Hub Representative
 - Community Impact Organizations
 - Businesses (small and large)
 - Industry (small and large)
 - Labor Organizations (small and large)
 - Trade Organizations (small and large)
 - Licensed Tradespeople and/or Apprenticeship Committees
- Ad Hoc - House/Senate Education Member (optional; as needed)

To ensure adequate representation in membership, Advisory Council Members must also represent one or more of the following demographics:

- A. Urban and rural communities;
- B. Individuals from various racial and ethnic groups;
- C. Indigenous and immigrant populations;
- D. Individuals from the LGBTQ2IA+ community

The Advisory Council will consist of up to 30 members with equitable representation from the categories listed above. If at any time, the membership does not include representation from the categories above, the Council will make a concerted effort to engage those communities to include their voice and input.

Recruitment:

Advisory Council members will be recruited through various methods of community outreach implemented by current Advisory Council Members, ODE and HECC.

Every effort will be made to ensure that the composition of the Advisory Council reflects the diversity and representation of our students, families, and community partners.

Advisory Council members will complete an application in order to be selected for membership.

Selection Criteria:

Members will be selected based on one or more of the following criteria:

1. Connection to, relationship with, and advocacy for specific communities.
2. Professional background or community leadership in engaging educational equity.
3. Representation of diverse identities (e.g. race, ethnicity, gender, sexual orientation, social class, disability, etc.).
4. Knowledge of how to impact institutional change in the areas of equity, diversity, and inclusion.
5. Understanding of accountability through assessment that points to positive measurable outcomes. Expertise across multiple dimensions of diversity.
6. Experience/Understanding of CTE in Oregon.

Selection Process:

- Applications for membership will be publicized in the late spring when Advisory Council vacancies will be available.
- An ad-hoc subcommittee of ODE/CCWD staff and current Advisory Council members will review applications, with attention to representation requirements and selection criteria as outlined above, and make recommendations to ODE/CCWD staff. The Directors of SPST/CCWD will make the final decision on advisory Council appointments.

Terms of Service and Appointment:

Once selected, Advisory Council members will serve a 2-year term. The Directors of SPST/CCWD will inform the appointed members of their tenure.

Advisory Council Co-chairs and the Meeting Manager are elected into their positions and will serve a 3-year term.

Advisory Council Members will be allowed to apply for an additional term of service.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE/HECC staff and current advisory Council members. That individual will complete the term they are filling and are still allowed to serve two 2-year terms.

Absences/Resignation/Rescinding of Membership:

Advisory Council members may select a delegate to serve in their absence. Said delegate shall enjoy all the rights and privileges for the Committee meetings. Delegates should be informed and prepared in advance for meetings.

Advisory Council members will also be required to contact the Advisory Council Organizer to indicate that a delegate will be present in their absence.

If an Advisory Council member fails to attend at least 75% of the meetings without communicating with the Advisory Council Organizer, their tenure will conclude the next year. They are allowed to suggest a member to serve in their place, but any suggested member(s) must be approved and appointed by the Directors of SPST/CCWD for the rest of their term.

If an Advisory Council member does not provide a suggestion for someone to serve in their place, an ad-hoc subcommittee of ODE/HECC staff and current advisory council members will select a replacement. Any replacements must be approved and appointed by the Directors of SPST/CCWD for the rest of their term.

If a member wants to resign from the advisory council, they must do so in a resignation letter that should be submitted to the Directors of SPST/CCWD via the Advisory Council Organizer. An ad-hoc subcommittee of ODE/HECC staff and current advisory council members will select a replacement either in the current year or the following year for the remaining tenure of the resignee.

Roles and Responsibilities:

Advisory Council and Subcommittees will:

- Create Reports/Communications
- Provide input on the Consolidated Annual Report (CAR)
- Keep meeting minutes with action items and recommendations
- Create action/work plan for Advisory Council and/or Subcommittee
- Solicit feedback from their respective affinity groups as well as the broader public to help make recommendations

Advisory Council

Advisory Council Organizer (SPST Staff):

- Project management of Advisory Council and subcommittees
- Develop and maintain action plan/work plan for the Advisory Council
- Facilitate communication regarding the Advisory Council work to leadership, team and members as appropriate
- Compile reports, documentation for leadership, team, members, legislators, state board, and others as appropriate
- Develop a tentative 2-year calendar with topics - progression of growth
- Provide logistic support for meetings - invitations, agenda, materials
- Provide assistance in coordinating formal or informal ad hoc workgroups
- Follow up with advisory council members who miss a meeting to debrief and provide necessary meeting materials

Co-Chairs:

- Meet monthly (or as needed) with the Advisory Council Organizer to provide feedback on agendas and facilitate the ongoing work of the council
- Serve as facilitators for Advisory Council meetings
- Coordinate and collaborate with Advisory Council members
- Facilitate decision making efforts with ODE/HECC on requested Advisory Council recommendations when necessary

Meeting Manager:

- Help to take minutes of Advisory Council and Leadership Team meetings which includes a summary of action items for individual members and ODE/HECC staff
- Check in on individual and ODE/HECC staff action items prior to subsequent meeting

Members:

- Attend and actively engage in all Advisory Council meetings
- Share relevant information from communities to the advisory council
- Connect with constituents and local networks to share with the advisory council
- Review minutes and materials prior to Advisory Council meeting to ensure full participation
- Inform Advisory Council Organizer if you anticipate missing one or more meetings and who may be attending in your place
- Complete any follow up tasks as agreed upon
- Participate in one or more Subcommittee/Taskforce/Workgroup

Subcommittee/Taskforce/Workgroups

Advisory Council members will be asked to participate in at least one formal or ad-hoc subcommittee, taskforce or workgroup deemed necessary by the advisory council or sponsoring agencies. Assistance in coordinating additional meetings or other contributions will be provided by the Advisory Council Organizer or another agency staff member associated with the subcommittee topic. A subcommittee, taskforce, or workgroup may include additional members that are not part of the larger Statewide

Advisory Council. Subcommittee, taskforce and workgroup structure, roles and responsibilities will be determined by its membership but may include the following:

Subcommittee Co-Chair:

- Call Subcommittee meetings as needed in order to gain information, assign and complete tasks, and provide recommendations to report to the larger Advisory Council

Subcommittee Meeting Manager:

- Take minutes of each Subcommittee meeting which includes a summary of action items for individual members and ODE/HECC staff
- Send recap of action items/next steps to committee members

Subcommittee Member:

- Attend and actively engage each Subcommittee meeting
- Do any homework assigned prior to each Subcommittee meeting to ensure full participation
- Complete any follow up tasks as agreed upon

Advisory Council Organizer and/or ODE/HECC staff:

- Participate in Subcommittee meetings as needed to answer questions and provide requested information, updates, and reports to move work forward

Ex Officio Members:

- Attend and actively engage in Advisory Council meetings as available
- Share relevant information from agency/department to the advisory council
- Connect with constituents and local networks to share with the advisory council
- Review minutes and materials prior to Advisory Council meeting to ensure full participation
- Inform Advisory Council Organizer if you anticipate missing one or more meetings and who may be attending in your place
- Complete any follow up tasks as agreed upon
- Participate in one or more Subcommittee/Taskforce/Workgroup as needed
- Answer questions and provide requested information, updates, and reports to move work forward

Meetings:

The Advisory Council will meet at least 4 times a year (quarterly) for approximately 2 - 4 hours in duration. Additional meetings may be requested. Meetings are currently being held remotely.

Subcommittee, taskforce and workgroup meetings (frequency and duration) will be determined at the discretion of subcommittee members.

Meetings are open to the public and subject to public meeting requirements.

Conflicts of interest:

Advisory Council members will be asked to declare any and all potential conflicts of interest. Since this council is advisory in nature, the agency does not want to exclude voices from participation. All Advisory Council members will submit a conflict of interest form upon accepting their membership. A conflict of interest could include an individual, an employer, an organization, or a close family member that could potentially benefit from a grant review process or policy change.

The Advisory Council Charter shall be reviewed and reassessed by the Advisory Council annually.