Yearly action plan for re-establishing and administering program advisory council

**Background:** In previous years, there was only one advisory council group for all the programs at Pohnpei campus which consisted of members from the government, private sectors, and the college. Programs are including electronics/telecom, electrical, refrigeration, carpentry, cabinetmaking, and motor vehicle mechanic.

The Advisory Council advised the Pohnpei Campus Director on matters relating to career and technical education programs offered at Pohnpei campus. These matters included providing recommendations to ensure that the quality and delivery of training programs are producing graduates equipped to function as entry-level tradesman, technician, and specialists in their respective areas of study; providing recommendations in establishing a workable system in placing graduates into the workforce; and providing recommendations on creating other technical training programs to address the needs of the community and the local workforce. The members of the Advisory Council were:

* Pohnpei Campus Director
* Technology & Trade Division Chairperson
* Faculty members of the Trade & Technology Division
* Pohnpei Campus Instructional Coordinator
* COM-FSM Vocational Training Coordinator
* COM-FSM Director of Development & Community Relations
* Pohnpei Campus Small Business Development Center Coordinator
* Pohnpei Campus Training Institute Coordinator
* Technology & Trade Student Club Representative
* FSMDOE – Vocational Education Coordinator
* Pohnpei State DOE – Vocational Education Coordinator
* Pohnpei State Legislator – Chairman of Education or representative
* U.S. Embassy to FSM - Representative
* Pohnpei Utilities Corporation – General Manager or representative
* FSMTC – Administration Manager or representative
* Construction companies – Owners/managers
* Local servicing businesses – owners/managers

At the beginning of each academic year, members were appointed by the Pohnpei Campus Director. The term of membership is one academic year [fall, spring, and summer]. Responsibilities of members were to:

* Regularly prepare for and attend committee meetings;
* Actively participate in meetings;
* Share information on Advisory Council discussions, recommendations, and decisions; and
* Gather and provide input from their area of representation.

**Observations to change**: The following are observations that support the need of changing or improving the advisory council to be more productive and effective in its function to each respective program.

* Given the number of programs (3 degree and 5 certificate) that the advisory council had to deal with, discussions on program matters were very general rather than to be more specific.
* Members represented a wide range of areas.
* Members were mostly administrative staff instead of technical and professional staff.
* Given the number of members, some members were not very active in the meetings and discussions.

**Recommendation:** The following are recommendations that will improve the advisory council for each respective program.

* Re-establish an advisory council for each respective program or allied programs as suggested below:
	+ Electronic/Telecom
	+ Electrical
	+ Refrigeration & Air Conditioning
	+ Motor Vehicle Mechanic
	+ Carpentry/Cabinetmaking

**Expected benefits (improvement):**

* The work of the advisory council will be more focused on a particular program or allied program and the outcome and impact will be more productive.

**Annual Action Plan** – the table below outlines the steps or processes needed to plan, implement, and assesses or evaluate our newly & focused program advisory council on a yearly basis.

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| **Steps** | **Activities (what)** | **Who is responsible** | **How** | **When** |
| 1 | Identify potential members: * Businesses - technicians, managers, owners
 | Instructors & Chairperson | Invite guests to programIntroduce to CTE Servicing | Summer 2015(in progress) |
| 2 | Training/workshop/conference for chairing advisory council | CTE Director & Chairperson | Professional training/workshop, cross-training | Summer 2015(June 19) |
| 3 | Invitation & confirmation of members | CTE Director, Chairperson, and instructors | Draft MOU for members (???) | Summer 2015(July 27 – 31) |
| 4 | Conduct 1st meeting | Instructors |  | Fall 2015 (Aug. 3-6) |
| 5 | Complete Term of Reference (TOR) & yearly activity goal(s) and objectives |  | TOR should include annual calendar |
| 6 | Evaluation  |  |  | Spring 2016 |

Step 1: Identifying potential members. Members should include one of the following:

* Business owner, manager, technicians
* College representative (faculty or staff)
* College student (preferably a club officer)

Update: potential members for motor vehicle mechanic and electronic/telecom programs have been identified through the introduction of the CTE Servicing.

All programs will undergo this process or initial step.

Step 2: Training for advisory council officers

* How to conduct meetings and reporting of meeting minutes
* How to develop term of reference
* How to develop annual goals and objectives
* How to evaluate the advisory council
* Determining goals and improvement plan based on assessment results and program review.

Step 3: Once potential members expressed their interests in serving as advisory council members, an official invitation will be sent to all interested individual for an official gathering to initiate term or reference or MOU for the group.

Step 4 & 5: Program will provide a presentation of an overview of the program and a listing of goals, activities, and recommendations it wishes to accomplish with the support of the advisory council. TOR will be proposed and discussed by members. Goals, activities, and recommendation will be also discussed by members

Follow up meeting(s) is expected to complete TOR or MOU.

Step 6: Towards the end of the year, a self evaluation will be conducted to access the effectiveness of the advisory council.

Before the beginning of a new school year, the process repeats to retain members, remove members, or add new members and elect new officers for the new school year.