

**Classification of Instructional Programs Self-Review for Michigan
Secondary Career and Technical Education State Approved Programs**

C03 – Program Advisory Committee: Industry Experts Providing Input to The Program

Program Advisory Committee meets the following criteria: All local state approved CTE programs are required to have a program advisory committee. Each program advisory committee must have a majority of their membership from the appropriate business and industry, as related to the program employment area. The [Program Advisory Committee Tool Kit](https://www.michigan.gov/mde/0,4615,7-140-2629_53968---,00.html) provides clear guidance and templates to support local agencies in this work: https://www.michigan.gov/mde/0,4615,7-140-2629_53968---,00.html

C03	Criteria	Evidence
<input type="checkbox"/>	<p>Membership roster must include the following voting members:</p> <ul style="list-style-type: none"> • majority business and industry representation • postsecondary representation • parent/guardian representative • SPOPS representative <p><i>Non-voting members may include administrators, counselors, students, academic teachers, labor, and community representatives [i.e. Tribal organizations]</i></p>	<p>Roster must include:</p> <ul style="list-style-type: none"> • Member name • Business name • Job title • Membership representation on board • Contact information (email, phone number) • Identify chairperson (must be from business and industry)
<input type="checkbox"/>	<p>Document a minimum of two meetings each school year demonstrating advisory committee input on planning, development, implementation, operation, promotion, evaluation, technical skills, credentialing, and maintenance of the program. Only one of these meetings may be held at a regional level.</p>	<p>Meeting agendas and detailed minutes with a list of attendees that reflect committee discussions, recommendations, and desired outcomes to support continuous program improvement</p>
<input type="checkbox"/>	<p>Program facilities, equipment, materials, and resources are relevant to the program curriculum and reflect current industry standards and technology (textbooks and software are aligned with current industry standards)</p>	<p>Inventory must include purchase dates, serial numbers, and location of where it is housed (when applicable):</p> <ul style="list-style-type: none"> • Equipment • Technology • Class set of textbooks with copyright dates • Software with version • Websites URLs (online learning resources)

Carl D. Perkins: §114(e)(7) §122(d)(12) §134(e)(2)(E)
 Michigan Perkins V State Plan: 7, 12-14, 21, 23, 30-35, 38
 Michigan CTE Reimbursed Programs Administrative Code: R395.244, Rule 14(8)(d)