

**Career Academy of Utah Mission:**

The mission of Career Academy of Utah (CAU) is to empower students regardless of zip code to break through the constraints of limited opportunity by fostering academic mastery and providing focused career readiness education to close the skills gap, prepare students for high paying careers within their communities, and achieve success beyond high school.

**Purpose:**

The Career and College Readiness Education (CCRE) Advisory Council assists CAU by providing market-based expertise and guidance in the development, implementation, and evaluation of its various career pathways programs. Some of the key roles, functions, and goals of the CCRE Advisory Council include:

- Advise school administration of current industry trends, technological developments, curriculum development and recommendations.
- Supporting quality education through work-based learning opportunities
- Providing collaborative opportunities for students, including guest speakers, job shadowing, internships, and apprenticeships.
- Strengthen programs by providing student competency lists and reviewing curriculum.
- Advising school administration in both short and long-range planning for its career pathway offerings.
- Evaluating the relative success of the career & college education pathway and related programming such as CTSO involvement, certification attainment, work-based learning experiences.

**Membership:**

CCRE Council members are appointed for a term of one to three years. A three-year rotation of members is desirable, but not required as members may serve on the council for multiple terms. Written documentation of all appointments will be kept on file. The strength of an advisory council is reflected in the diversity of its membership. Every attempt will be made to balance the gender, ethnicity, and occupation areas of the members to reflect the nature of the career pathways programs. Council members may be comprised of but not limited to business professionals from CTE program area of study, CTE teachers, CTE Coordinator, School Administrator, School Counselor, Special Education administrator, parents, and students.

The Chairperson and CCRE Program Coordinator(s) are collectively responsible for facilitating the work of the CCRE and for keeping school administration informed of the council's activities. The Chairperson of the CCRE Advisory Council will be selected by a vote of the members following open nominations.

**Responsibility of the Chairperson:**

- Plan council meetings and agenda with CCRE Program Coordinator(s).
- Move members toward consensus decision-making.
- Approve minutes before distribution to council members.
- Evaluate council efforts.

**Responsibility of the Vice-Chairperson:**

- Preside in the absence of the chairperson.
- Fulfill any other duties as assigned by the chairperson.

**Recording Secretary:**

- CAU staff will prepare and mail all announcements, minutes, and other information to the committee members, administrators, and others who need to be informed of the committee functions.
- Keep an active and up-to-date list of committee members.

**Responsibility of Council Members:**

- Serve as a professional link between your represented profession and CAU.
- Advise CAU on the current industry standards to ensure that curriculum taught in today's schools will prepare students for entry into the workforce.
- Serve as a resource to CAU by providing or finding work-based learning experiences, guest speakers, job shadowing, and internship opportunities for students.
- Participate in planning and reviewing the CCRE program.

**Procedures**

- The CCRE Advisory Council will meet quarterly. The first meeting of each school year will be in September. Meeting dates for the remainder of the year will be set at that time.
- An agenda will be developed and mailed to members prior to each meeting. Minutes will be recorded for each meeting and emailed to council members prior to the next meeting.
- The CCRE Advisory Council will strive to reach consensus in making recommendations to the administration for program improvements.

**Annual Review**

The CCRE Advisory Council members work together to establish yearly goals, make recommendations, and plan action items regarding the CCRE program for the school year. Members will annually review the goals of the program. The CCRE staff will create an evaluation tool including a rubric for the annual review.