

# New Mexico CTE Statewide Advisory Board

## *Board Role, Positions and Committee Areas Overview*



### **CTE Statewide Advisory Board Purpose**

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The New Mexico Statewide CTE Advisory Board was created and authorized by the New Mexico Public Education Department to support educators, students, and businesses in developing, establishing, and evaluating Career-Connected Learning programs to ensure that all students are well-prepared for the world of work.

### **CTE Statewide Advisory General Role**

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- **Advocate** for strategies that ensure that all New Mexico students have access to high-quality CTE programs
- **Guide** best practices to ensure all New Mexico students are college and/or career-ready
- **Advise** on current and future labor market and workforce needs in New Mexico

### **CTE Statewide Advisory Board Requirements**

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The funding sources for the CTE Statewide Advisory Board outlines the following requirements during the CTE Advisory Board and committee work.

#### **Perkins V §Sec. 134(e) – Consult with stakeholders on an ongoing basis to:**

- **Provide input** on annual updates to the comprehensive needs assessment.
- **Ensure** programs of study are
  - Responsive to community employment needs.
  - Aligned with employment priorities.
  - Informed by labor market information.
  - Designed to meet current, intermediate, or long-term labor market projections.
  - Allow employer input.
- **Identify and encourage** opportunities for work-based learning.

#### **Disability Innovation Fund Grant – Collaboration and Evaluation**

Project development and evaluation collaborative to support access to Career-Connected Learning and transition into the workforce for students with disabilities.

### **CTE Advisory Board Impact**

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With the Career Connected Learning model at the center of change, careers are available to all students, particularly those students with disabilities and disengaged, unprepared students who historically have had little access to these jobs. Well-designed CCL models benefit both students and employers by combining classroom learning with meaningful on-the-job work experience.

- **Increase** students' understanding of their own strengths and interests, their growing confidence in their abilities and opportunities, and their continuing career exploration.
- **Develop** students' understanding of the link between education and the workplace.
- **Engage** students in a vision and a goal to encourage persistence in their learning, particularly when strategies and innovative, differentiated methods of instruction are designed for success.
- **Create** a highly skilled workforce to benefit every New Mexico community and industry.

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## CTE Advisory Board Roles and Responsibilities

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All CTE Advisory Board Members are charged with representing New Mexico's many priorities and perspectives. Specific roles and responsibilities:

- **Champion** the Career Connected Learning (CCL) Vision, Mission, Core Values, Strategic Areas of Focus, Strategic Objectives, and Action Plan.
- **Foster** linkages between CCL and relevant programming and resources to align educators, businesses, community stakeholders, economic developers, chambers of commerce, and relevant government agencies.
- **Increase** public and private partnerships, resources, and support.
- **Share** information statewide about CCL programs with additional related and interested communities, organizations, and legislators.
- **Represent** the interests of CCL programs at meetings of other organizations, such as school board or workforce development meetings.
- **Advance** CCL awareness, opportunities, and outcomes.
- **Promote** implementation of career exploration, career development, and career awareness relevant to the national career clusters.
- **Foster** opportunities to connect students to the workforce, including leadership, mentorship, internships, apprenticeships, and externships.
- **Advocate** and support the professional development and training of CTE teachers in New Mexico, including providing, suggesting, and/or endorsing training opportunities such as externships.
- **Build** innovative training models and marketing to communicate with students, families, and communities about CCL in New Mexico.

## CTE Statewide Advisory Board Representation

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There are three types of advisory board positions. An important goal with positions is ensuring inclusive representation, perspective, expertise, and diversity of insights.

- **Appointed Representatives:** Appointed by the CTE Advisory Board to represent a diverse spectrum of New Mexico communities and industry cluster areas.
- **Ex-Officio Representatives:** Perpetual representatives from identified CTE organizations and agencies designated by their entity leaders.
- **Student Representatives:** Appointed by the Career Technical Leadership Project (CTLP), providing voice and insight from the high school student experience.

Appointed representatives are eligible for board positions (Chair, Vice Chair, Secretary, and Committee Chairs). Ex-officio representatives may serve as Committee Vice Chairs.

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### **CTE Advisory Board Positions**

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The CTE Advisory Board is a self-governing advisory board. The advisory board shall determine nominations to the advisory board, positions, and committees.

- **CTE Advisory Board Chair:** Organizes the agenda and plans the CTE Advisory Board meeting (at least two meetings annually) in consultation with the Executive Committee and CCRB/CTLP. Presides at CTE Advisory Board Meetings. Initiates the nomination and selection process for board, committee, and positions. Drives the strategic advisory, evaluation, and collaboration process in partnership with CCRB. Selected from CTE Advisory Board Appointed Representatives. Ex-Officio member of all Committees; Chair of the Executive Committee.
- **CTE Advisory Board Vice Chair:** Collaborates with the CTE Advisory Board Chair to formulate meeting agenda, advisory strategy, and board/committee appointments. Presiding officer in the absence of the chair. Designed to assume the Chair position in the term following their service as Vice Chair. Selected from CTE Advisory Board Appointed Representatives. Ex-Officio Member of all Committees; Vice Chair of the Executive Committee.
- **CTE Advisory Board Secretary:** Ensures meeting notices and agenda are prepared and distributed to CTE Advisory Board Members and the public. Ensures advisory meeting motions and discussions are documented and validates advisory meeting minutes to create the official meeting record. Key leader ensuring reference materials are organized and accessible to members and committees. All CTE Advisory Board Representatives are eligible for appointment. Member and Secretary of the Executive Committee.
- **CTE Advisory Board Committee Chair:** Organizes the agenda and plans the Committee meetings (at least three to four meetings annually) in consultation with the Committee Vice Chair and CCRB/CTLP. May recommend for CTE Advisory Board approval committee members and prospective advisory board members. Ensures the Committee charter and key charges are advanced as part of the broader strategic advisory goals. Provides a written report summary of Committee progress for the regularly scheduled CTE Advisory Board meeting. Advances motions from the Committee for CTE Advisory Board deliberation and consideration. Selected from CTE Advisory Board Appointed Representatives. Ex-Officio Member of the Executive Committee.
- **CTE Advisory Board Committee Vice Chair:** Collaborates with the Committee Chair to formulate meeting agenda, advisory strategy, and board/committee appointments. Assumes the role of Committee Chair in the absence of the Chair (at Committee Meetings or the CTE Advisory Board Meetings). Assists with the meeting notes, reports, and progress of advisory strategy contributions. Selected from the Advisory Board Ex-Officio Representatives.

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### **CTE Advisory Board Committees**

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The CTE Advisory Board is a self-governing advisory board. Determination of committees, charter and charges, committee names, meeting rhythm, scope of work, and members is determined by the CTE Advisory Board with insight, consultation and logistics support from NMPED CCRB and CTLP. The following committee areas have been identified as the initial areas with broad description for advisory input. Names of committees, charters, charges and advisory work of each group will be defined by the Board.

1. **Executive Committee:** Standing Committee composed of the CTE Advisory Board Chair, Vice Chair, Secretary, and Committee Chairs. Charged with serving the overall CTE Advisory Board members, committee, and work. The Executive Committee drives the development of advisory strategy, mission, vision, and committee charges; ensuring healthy board culture and procedures; developing advisory board representative profiles, nomination, and selection to ensure diversity and representation throughout New Mexico; appointments to positions and committees, including onboarding; and hosting productive and meaningful CTE Advisory Board meetings.
2. **Students with Disabilities:** This area will concentrate advisory work and feedback on the development and evaluation efforts that support students with disabilities and increasing access to Career-Connected Learning and successful transition into the workforce.
3. **Curriculum, Programs of Study, and CTE Equipment:** This committee will concentrate advisory work and lend insights on Career-Connected Learning initiatives, pathways, programs of studies, teacher and administrator professional development, and unique technology and equipment necessary for various forms of Career Technical Education learning and development.
4. **Data, Outcomes, and Evaluation:** This committee will concentrate advisory work and recommendations on CCL/CTE outcomes, based on Perkins V State-Determined Performance Levels, underrepresented student population performance data, workforce market trends, employer current and future needs, methods of data collection, analysis of existing data, cause, and correlation between data and outcomes.
5. **Marketing, Public Relations, and Public Policy:** This committee will concentrate advisory efforts on effective marketing and communication initiatives, feedback on current approaches, insights on public relations to inform and communicate, methods for increasing public awareness and support, perspectives on public policy that may improve outcomes or unintentionally hinder efforts.
6. **Coalition Building and Partners:** Many hands lighten the load and many partners maximize the work of CCL/CTE! This committee will concentrate on providing advice and insights on entities, agencies, industry associations, employers, suppliers, and more who can help power New Mexico's workforce development efforts.

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### CTE Statewide Advisory Board Representative Configuration

| <b>Appointed Members</b><br><i>Appointed by the CTE Advisory Board</i>  | <b>Ex-Officio Members</b><br><i>Designated Entities who appoint a Representative</i>  |
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| <ul style="list-style-type: none"> <li>• Geographic Reach to NM Communities</li> <li>• Diverse range of expertise, background, insights</li> <li>• Career Clusters Industry Representatives:                             <ul style="list-style-type: none"> <li>▪ Architecture and Construction</li> <li>▪ Arts A/V and Communication</li> <li>▪ Business Management &amp; Administration</li> <li>▪ Correctional &amp; Justice-Impacted Youth</li> <li>▪ Finance</li> <li>▪ Government</li> <li>▪ Health Science</li> <li>▪ Hospitality &amp; Tourism</li> <li>▪ Human Services</li> <li>▪ Information Technology</li> <li>▪ Law, Public &amp; Corrections</li> <li>▪ Manufacturing</li> <li>▪ Marketing, Sales and Service</li> <li>▪ Nonprofit</li> <li>▪ School Board</li> <li>▪ Special Populations</li> <li>▪ STEM</li> <li>▪ Transportation</li> <li>▪ Tribal</li> </ul> </li> <li>• CTE parents, educators (secondary &amp; post-secondary), administration, and leaders</li> </ul> | <ul style="list-style-type: none"> <li>• Business Professionals of America</li> <li>• Center for Independent Living – Independent Living Resource Center</li> <li>• Center for Independent Living – New Vistas</li> <li>• Center for Independent Living – The Ability Center</li> <li>• DECA Emerging Leaders and Entrepreneurs</li> <li>• Department of Transportation</li> <li>• Department of Workforce Solutions</li> <li>• Educators Rising</li> <li>• Family, Career and Community Leaders of America</li> <li>• Future Focused Education</li> <li>• Higher Education Department</li> <li>• HOSA Future Health Professionals</li> <li>• New Mexico ACTE</li> <li>• New Mexico Division of Vocational Rehabilitation</li> <li>• NM PED, College &amp; Career Readiness Bureau</li> <li>• Office of Special Education</li> <li>• Pathway to Careers</li> <li>• SkillsUSA</li> <li>• Technology Student Association</li> <li>• The National FFA Organization</li> <li>• Workforce Board</li> </ul> |
| <p><b>Student Representatives</b><br/> <i>4 Representatives appointed by the Career Technical Leadership Project</i></p>  |   |