



## **INDUSTRY ADVISORY BOARD (IAB)**

### ***Purpose and Composition of the IAB***

The IAB's purpose is to leverage their network to deliver the most relevant and effective practices in work-based learning for CTE students and to ensure CTE teachers are exposed to industry practices and needs. In this description of IAB roles, Industry means the field of expertise of the individual in the private, public, or nonprofit sectors.

IAB membership should include, but not be limited to, industry representatives, program leadership from the DC Office of the State Superintendent of Education (OSSE), local education agency (LEA) leads, school administrators and staff, and parents within the industry. The IABs shall aim to achieve a minimum membership of 10 industry representatives. The industry members shall represent the various disciplines within the industry theme. IABs will likely have four meetings a year, and may schedule additional meetings depending on the need and availability of the membership. These meetings will include "General Membership" meetings which includes the full membership of the IAB and may include "Industry Partner" meetings which only includes the IAB members representing their respective industries. The number and composition of the meetings will be at the discretion of the co-chairs, in collaboration with OSSE. All meetings will be established in advance of the academic year.

### ***Specific Roles and Responsibilities of the IAB***

The IAB Co-Chairs will be responsible for:

1. Recruiting industry partners of diverse disciplines within the DC CTE career sectors and forming additional partnerships to support and facilitate the execution of the goals of the IABs;
2. Setting the agenda and facilitating the IAB meetings;
3. Ensuring active engagement and participation of IAB members;
4. Proactively utilizing the WBL Master Plan to secure commitments from board members and Industry Volunteers, to meet their partner schools' identified WBL needs;
5. Monthly collaboration with OSSE's IE staff, monitoring the data reporting and tracking the progress towards metrics associated with WBL needs;
6. Attending all IAB and EAB meetings (a minimum of 8 meetings in an academic year).

The IAB "Industry" members will be responsible for:

1. Driving the work-based learning strategy and implementation support for the needs of all CTE programs of study. This is the primary role of the IABs and will take up the majority of the IAB meetings. The meetings will address WBL plans/needs for the

relevant CTE programs of study; highlighting opportunities that have already been secured; identifying what needs are still outstanding, and the strategies to meet those needs. This includes:

- a. Collaborating with the schools to finalize the annual WBL plan;
  - b. Providing career awareness opportunities to CTE students through virtual and in-person guest speaker opportunities, workplace tours and/or career fairs;
  - c. Offering career exploration activities such as informational interviews and job shadowing;
  - d. Participating in Career and Technical Student Organization (CTSO) activities, such as serving as industry-specific mentors or judges for CTSO competitions;
  - e. Supporting career preparation of CTE students by offering high-quality internships, and
  - f. Providing externship opportunities for CTE teachers to enhance their content knowledge.
2. Leveraging their professional networks to support IAB member and Industry Volunteer recruitment to further support WBL opportunities for CTE students and teachers.
    - a. This will be primarily done outside of IAB meetings and will be supported by the development and provision of outreach and recruitment materials from OSSE's Industry Engagement staff. When a potential board member or volunteer has been identified, the IAB member would refer the individual to the Director of Industry Engagement who would orient the industry representative to the myriad of ways they can support CTE students and work to onboard them in whatever role fits best.
  3. Advising on the feasibility and linkages to workforce for any new programs of study and Industry Recognized Credentials, proposed by OSSE CTE;
    - a. At most, this will take place once a year and only if a new program of study relevant to the IAB is being proposed.
  4. Helping to ensure CTE program of study quality by periodically providing industry expertise regarding industry trends; potential updates to course standards, as well as joining OSSE staff in performance monitoring and accountability visits.
    - a. This will take place as needed and are in addition to the regular IAB meetings. The review of industry trends and course standards will occur every three to four years and monitoring visits could take place annually or less frequently, depending on the student outcomes and performance data of relevant programs of study. Lastly, these opportunities will be made available to all Industry IAB members but will not be required.

The IAB "LEA/school-based" members will be responsible for:

1. Development of and timely submission to OSSE IE staff, a comprehensive and accurate WBL calendar that will ensure the Industry IAB members have knowledge of the number and types of WBL opportunities they will need for the academic year,

and specifically when those WBL opportunities will be needed based on their respective curriculum;

2. Attendance and participation in all IAB “General Member” meetings, which includes being prepared to provide updates on upcoming WBL needs, effective practices, lessons learned from recent WBL activities, and challenges that could benefit from IAB support;
3. Avail themselves to collaborate with OSSE IE staff and industry representatives to successfully plan and execute WBL opportunities;
4. Execute all logistical details and adequately prepare students for WBL events that are supported by industry partners on campus and offsite, and
5. Provide timely and accurate student data to OSSE IE staff.