# Attachment A: Program of Work (page 1)

**To be created by the technical advisory committee (TAC) each year.** The purpose of this document is to direct the TAC’s for the year.

## Technical Advisory Committee Program of Work

**Technical college:** Click or tap here to enter text.

**Program(s)**: Click or tap here to enter text.

**Academic year:** Choose an item.

**Meeting dates:** Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| TAC Member Name (please print) | Company or Industry Represented | Years on TAC (including this year) |
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CTE program instructor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE advisory committee chair signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE administrator signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email to** **tac@cte.idaho.gov** **by June 15.**

# Attachment A: Program of Work (page 2)

## TAC Program of Work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objective | Activities | Committee Member(s) | Target Date | Status\* |
| *Example: Resources* | *Replace 3D Printer* | *John Doe and Jane Doe* | *Jan. 31, 2023* |  |
| Program outcomes (e.g., recruiting and retaining students, curriculum updates) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Resources (e.g., equipment, manpower, expertise, CTSO support) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Work experience (e.g., internships, job shadowing, externship for instructor) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Advocacy (e.g., sharing results with administration, recommending new committee members) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\**Status must clearly describe progress towards meeting objectives. Brief notes such as “in progress,” “ongoing,” or “completed” are unacceptable.*