

Program of Work Template

Created by the TAC each year. The purpose of this document is to direct the committee's work each Submission year.

Due Date: June 15th – Submit to TAC@cte.idaho.gov

LEA / District / Institution Name(s):	
School Name(s) (if applicable):	
Academic Year:	
Program Name:	
Dates of Meetings:	

TAC Member Roster

TAC Member Name	Company	Email Address

Annual Program of Work

For Status, provide specific updates. Example: "Equipment ordered 3/5/25, delivery expected 3/20/25, installation pending."

Objective	Activities	5-Year Plan Link	Committee Member(s)	Target Date	Status
Example: Resources	Replace 3D Printer	2026-27 Equipment	John Doe and Jane Doe	January 31, 2027	
Program Outcomes (recruitment, retention, workplace readiness, curriculum updates, etc.) *See Notes Aligns					
Resources (equipment, workforce, expertise, CTSO support, etc.)					
Student/Staff Opportunities (Work-Based Learning, professional development, etc.)					
Advocacy (sharing assessment results, CTSO results, new TAC members, etc.)					

Notes:

- For Status, please provide specific updates — for example:
- "Equipment ordered 3/5/25, delivery expected 3/20/25, installation pending."
- "Curriculum updates completed and approved by board on 4/10/25."
- "Internship program initiated with 2 local businesses; 5 students enrolled as of 6/1/25."
- ***Aligns** to the Idaho Career Technical Education Secondary Quality Program Measures, Measure 6.0: Community, business, industry, and employer partnerships, 6.2 Technical Advisory Committees (TAC), 6.2.4 The TAC provides input related to program of work and five-year plan.

Five-Year Plan Template

As you develop your Five-Year Plan, consider the needs of students, business, industry, and the community. What are your program goals? Please edit/add years accordingly.

Program:		School Year:	
Program Area:		Date:	
Instructor:		School:	

School Year (5 Years)	Program Goals	Facilities	Equipment	Curriculum	Staff Development	Budget
2026–2027						
2027–2028						
2028–2029						
2029–2030						
2030–2031						

TAC Meeting Minutes Template

Date:		Time:	
Location:		Called to Order By:	

Attendees

Name	Organization	Position

Agenda and Discussion Summary

- Review Past Minutes
- Program Updates (Enrollment / Equipment / Curriculum / Student Success Stories)
- Industry Trends & Input
- CTSO Updates
- Upcoming Events
- Action Items
- Five-Year Plan and/or Program of Work Review

Industry Support Needed/Requested: _____

Action Items

Item	Responsible Party	Timeline

Next Meeting

Date/Time:		Location:	
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Meeting Adjourned At: _____

TAC Meeting Agenda Template

Date:		Time:	
Location:			

Attendees

Name	Organization/Institution	Position

Agenda Items

Start Time	Topic	Notes/Details
	Introduction / Welcome	
	Review Past Minutes	
	Program Updates	Enrollment Equipment Curriculum Student Success Stories
	Industry Trends & Input	Trends Input Support Needed Support Requested
	CTSO Updates	
	Five-Year Plan / Program of Work	Review progress and update goals.
	Upcoming Events	
	Action Items	Item Responsible Party Timeline
	Next Meeting	Date Time Location
	Meeting Adjournment	