

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT CYBER P-TECH at SAM HOUSTON HIGH SCHOOL INDUSTRY ADVISORY COMMITTEE BYLAWS

Article 1: Name and Purpose

Name: This Committee shall be called the Industry Advisory Committee of Cyber P-TECH at Sam Houston High School in partnership with St. Philip's College.

Purpose: The purpose of the Committee is to bring business and industry perspectives to Cyber P-TECH programs in order to ensure that the programs equip students with the skills, competencies and certifications that are relevant to industry.

The Committee is established to carry out the following roles and functions:

A. Curriculum Development:

- i. Review curriculum materials (textbooks and other instructional materials) to determine contents alignment to current industry standards;
- ii. Identify and recommend integration of employability skills in curriculum;
- iii. Secure, if possible, additional funding and donations for materials, supplies and equipment.

B. Program Evaluation:

- i. Participate in P-TECH program evaluation teams;
- ii. Make recommendations to ensure that P-TECH programs are aligned to current industry standards and technologically current;
- iii. Recommend changes needed for the future to ensure students continue to meet industry knowledge and skill demand;
- iv. Recommend technical resource personnel;
- v. Examine outcomes relating to quality and quantity of graduates and job placement

C. P-TECH Student Organization Activities:

- i. Assist in developing competitive skills events;
- ii. Judge and/or recommend and recruit judges for competitive skills events;
- iii. Sponsor and recognize student organization activities and leadership events;

- iv. Contribute and/or assist in procuring contributions of equipment and supplies for skills events.

D. Work-Based Learning Opportunities:

- i. Provide students with work-based learning opportunities such as tours, Job Shadows, internships/co-operative education, youth apprenticeships, school-based enterprises. Students will have at least eight (8) work-based learning experiences at the end of each grade level.
- ii. Identify and assist in recruiting organizations to provide work-based learning opportunities for P-TECH students.
- iii. Recommend and/or provide classroom speakers from business and industry;
- iv. Recommend and/or provide full and part-time jobs to qualified students;
- v. Assist students in developing interview and employability skills.

E. Postsecondary Relationships:

- i. Review secondary/postsecondary connections; and
- ii. Support dual credit and/or articulation agreement opportunities for students (secondary and postsecondary)

H. Teacher Professional Development:

- i. Recommend and/or provide summer and part-time employment experiences for teachers to upgrade skills;
- ii. Recommend and/or provide externship and in-service activities for the teacher on current methods and processes;
- iii. Recommend and/or provide skilled technicians to supplement instructor's experience.

F. Community & Public Relations:

- i. Support efforts to recognize outstanding P-TECH educators and students;
- ii. Be visible in support of P-TECH programs during public and special events;
- iii. Present to civic and community groups;
- iv. Attend and provide information at school board meetings;

G. Recruiting:

- i. Assist in recruiting teachers;
- ii. Assist in recruiting new students; and
- iii. Assist in recruiting new Advisory Committee members.

H. Advocacy and Public Relations: The Committee shall promote the P-TECH program throughout the community and strive to improve the relationships between P-TECH

educators, business/industry partners, and/or the community. Promotion or marketing may also include talking to legislators, speaking for P-TECH at board meetings, writing articles for local newspapers or obtaining media coverage for special events.

- i. Support efforts to recognize outstanding P-TECH educators and students;
 - ii. Be visible in support of P-TECH programs during public and special events;
 - iii. Present to civic and community groups;
 - iv. Attend and provide information at school board meetings;
- I. The Committee will assist in obtaining sponsors/funding for awards, scholarships, or needed equipment and supplies that are useful in carrying out classroom activities and the P-TECH related organizations and programs.

Article 2: Membership and Terms:

A. General:

- i. The Committee membership shall represent cyber security and information technology industry and comprise representatives from public, private and non-profit sector sectors.
- ii. The Committee shall also include representatives from designated post-secondary education institutions¹.
- iii. Members of the Committee should be engaged in or connected with a workplace that is directly related to a cyber security and information technology, be a post-secondary education institution representative, workforce representative.
- iv. The committee shall have at least 5 members and no more than 20 members.

B. Terms:

- i. Committee members shall serve a rotational two-year term of service.
- ii. One third of the total membership shall rotate at the end of each year.
- iii. Members may serve succeed themselves for one additional three-year term.
- iv. New members will be appointed as each term expires.

Article 3: Officers and Selection:

- i. The Officers of the Committee shall be the Chairperson, Co-Chairperson, Immediate Past Chairperson and Secretary.
- ii. Non-Voting members of the Committee shall be District CTE Coordinator and CTE Administration and CTE Instructors, who will serve as liaisons to the Committee,

¹ Designated post-secondary institution is one which has signed a Memorandum of Understanding with SAISD. In the case of Cyber P-TECH, the designated post-secondary institution is St. Philip's College.

providing input, recommend potential members to the Committee and assist in providing operational support to the Committee.

Leadership Responsibilities:

A. Chairperson:

- i. The Chairperson will be a member of business/industry.
- ii. The Chairperson shall preside at meetings, serve as chairperson of the **executive committee**, direct external relations, appoint standing and special committees as the need arises, and the chairperson shall develop the meeting agenda in cooperation with the Cyber P-TECH Principal and District CTE Coordinator. The Chairperson must not be an employee of SAISD.
- iii. The Chairperson will serve a term of one year as the principal leader of the Committee. The Chairperson will also serve one additional year after their term in an advisory capacity to the new Chairperson.

The responsibilities associated with this position include:

- i. Work to follow the mission statement, philosophy and goals associated with the Committee,
- ii. Communicate with Cyber P-TECH Principal and CTE Coordinator on educational goals and District priorities,
- iii. Work with the Cyber P-TECH Principal and CTE Coordinator to set direction for the Committee,
- iv. Work with Cyber P-TECH Principal and CTE Coordinator and CTE department secretary on meeting agendas,
- v. Work with the Co-chairperson on membership and organization of Committee,
- vi. Work with Cyber P-TECH Principal and CTE Coordinator on timelines and activities associated with the Committee's functions such as program evaluation.
- vii. Work with Co-Chairperson and Subcommittee Chairpersons on district or educational updates.

B. Co-Chairperson:

- i. The Co-Chairperson will be a member of business/industry.
- ii. Shall preside in the absence of the Chairperson, direct Committee program planning, and assist the chairperson as requested
- ii. The Committee Co-Chairperson will serve for one year under the Committee Chairperson and will then take on the duties and responsibilities noted above of the Committee's Chairperson.

The responsibilities associated with this position include:

- i. Work with the Chairperson to further the mission, goals and philosophy of the Committee,
- ii. Meet with prospective new members so there is a clear understanding of the goals and direction of the Committee,
- iii. Work with the Subcommittee Chairperson to assist new members in their role as a subcommittee member
- iv. Work with the Chairperson, Cyber P-TECH Principal and District CTE Coordinator to identify potential new advisory Committee members;
- v. Work with the Co-Chairperson to summarize reports from Subcommittee Chairpersons.

C. Immediate Past Chairperson

The Immediate Past Chairperson will serve as an advisor to the new Chairperson.

D. Secretary

The Secretary shall direct the recording of the minutes of the meeting, the transmittal of all reports to members and maintain a permanent record file of Committee activities. The Secretary shall coordinate all correspondence on behalf of the Committee.

E. The Subcommittee Chairperson:

- i. The Subcommittee Chairperson will serve in the position as long as the Committee determines.

The role of this position is to seek to improve the program areas by:

- i. Prioritizing subcommittee initiatives,
- ii. Becoming familiar with current courses and programs offered in the program area,
- iii. Provide feedback to teachers in regard to quality and efficacy of the program and its' relevance to current business practices and industry standards,
- iv. Serve as a resource person for teachers/students by sharing expertise in the field and as a guest speaker if needed,
- v. Provide leadership for reviewing the program and actively facilitating the process.

F. Elections-

- i. Co- Chairperson shall be elected by the members annually.

- ii. A replacement for an Officer vacancy, due to resignation, shall be elected at the next regular meeting of the committee after the vacancy is created.

G. Officer Support Team (Non-Voting)

- i. District CTE Administrative employees that will serve the Chairperson and assist in performing the duties of the Chairperson.

Article 4: Meetings and Reports

A. Meetings

- i. The Committee shall meet a minimum of 4 times annually.
- ii. Special meetings may be called by the chairperson.
- iii. The chairperson, after consultation with the advisory committee membership shall establish the schedule of advisory committee meetings. Meetings may be postponed or canceled by the chairperson.
- iv. Electronic notices of committee meetings shall be sent to all members at least 10 days prior to the meeting by the committee secretary.
- v. Each meeting will begin at the planned time and will continue for no more than one hour unless a majority of the members present vote to extend the meeting.
- vi. A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present.

B. Reporting and Dissemination

- i. Minutes, reports and recommendations shall be forwarded to the Committee by the Secretary within 30 days following each committee meeting.
- ii. Information dissemination will be accomplished electronically.

Article 5: Funding

- 1. Expenditures of the committee shall be assumed by the program area's budget utilizing established purchasing procedures.

Article 6: Amendments Bylaws

Amendments to these Bylaws may be amended by a two-thirds majority vote of the committee provided the following conditions have been met:

- i. The proposed amendment shall have been proposed by the committee and distributed to each committee member 30 days prior to the time of voting.

- ii. The proposed changes shall have been approved by the Cyber P-TECH Principal and CTE Coordinator.

DRAFT