

Career-Technical Education

Virtual Meeting Guidance

The department understands there may be challenges in facilitating the required Annual Stakeholder and Advisory Council meeting requirements due to public health and safety concerns related to COVID-19. The annual meeting requirements have not changed for Career-Technical Education programming. As a result, when facilitating face-to-face meetings, the department is asking the education community to follow their local safety and federal COVID-19 guidelines. Also, as an alternative, consider the use of electronic participation to facilitate your annual meetings. Listed below are practical considerations in moving to a virtual meeting:

Virtual Meeting Considerations

- First determine the virtual platform such as Microsoft Teams, Zoom, Google Hangouts, or Skype, to name a few. Also, be mindful that all participants may not be able to access the suggested platforms. Therefore, it is essential to note in the meeting invite alternate options. Most virtual platforms have a conference line. (Note: Make sure that you test the platform)
- Send meeting notification as early as possible.
- To ensure stakeholder engagement, make sure attendees receive the meeting materials in advance.
- Designate a meeting facilitator specifically one that is well-versed in meeting software.
- For large meetings mute your participants. However, to encourage participation try to make the meeting interactive.

Required Documentation

- A copy of the meeting minutes, reflecting a discussion of Perkins goals (CTE Report Card, Comprehensive Local Needs Assessment and Local Application results, and labor market alignment)
- For virtual meetings list participants in the meeting minutes
- Review meeting minute checklist.

Resources

- [Developing a Local Advisory Committee Handbook](#)
- [Perkins Meeting Minutes Checklist](#)