

# Career-Technical Education

## Virtual Meeting Guidance

The department understands their maybe 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)
- Identify participants in the meeting minutes

### **Resource**

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