Career-Technical Education Virtual Meeting Guidance

The Department understands there may be challenges in facilitating face-to-face Annual Stakeholder and Advisory Council meeting requirements. Alternatively, the education community may consider meeting with their constituents virtually or in a hybrid option. In doing so, the education community must follow all guidelines and maintain all required documentation. Listed below are practical considerations for moving to a virtual meeting:

REQUIRED DOCUMENTS

- ☐ A copy of the meeting minutes, reflecting a discussion of Perkins goals (CTE Report Card, Comprehensive Local Needs Assessment and Local Application results, performance measures and labor market alignment).
- ☐ Identify participants in the meeting minutes.
- ☐ A copy of the email notification.

VIRTUAL MEETING REQUIREMENTS

- ☐ Determine the virtual platform: Microsoft Teams, Zoom, Google Hangouts, Skype, etc. Be mindful that not all participants may 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. (Make sure to 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.

RESOURCES

- ☐ [Developing a Local Advisory Committee Handbook](#)
- ☐ [Meeting Minutes Checklist](#)
- ☐ [Performance Indicators Targets](#)
- ☐ [Perkins Required Use of Funds](#)

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