



ARIZONA CAREER AND TECHNICAL EDUCATION QUALITY COMMISSION

ORGANIZATIONAL AND OPERATIONAL GUIDELINES

Statement of Purpose

The Arizona Career and Technical Education Quality Commission (ACTEQC), in collaboration with the Arizona Department of Education, is the final authority on the Technical Standards and the Technical Skills Assessment for CTE programs. Members meet regularly to confirm and approve standards that identify the essential knowledge and skill students need to successfully complete career and technical education programs. To ensure that students can demonstrate knowledge and skill attainment, the Commission also confirms and approves the technical skills assessments is based on the content of each program's standards. Commissioners further serve as advocates for CTE and provide their expert advice and support in setting direction and providing input into strategic planning.

The purpose of the Arizona Career and Technical Education Quality Commission as required by Arizona State Statute, the ADE CTE Perkins Plan (federal funding), and the State CTE Strategic Plan, is to provide business, industry and CTE stakeholders an opportunity to:

- continue to engage Arizona business and industry employers and to work with existing community, state, and national organizations in support of high-quality, relevant CTE programs;
- confirm and approve CTE technical standards essential to students' education and career success;
- confirm and approve students' skill attainment through end-of-program assessments;
- confirm and approve industry credentials; and
- confirm and approve regional labor market data provided by the Arizona Office of Economic Opportunity annually.

Co-Chair/Membership

One (1) co-chair of the Commission shall be the State Superintendent of Public Instruction or designee, and one (1) co-chair shall represent business and industry. Nominees shall be submitted to the State Superintendent of Public Instruction for official appointment. Membership shall consist of individuals who represent large and small business and industries and the geographic and demographic diversity of the state with at least one of the following constituencies:

- Representatives from each of the Career Clusters
 1. Agriculture, Food and Natural Resources
 2. Architecture and Construction
 3. Audio/Video Technology and Communications
 4. Business Management and Administration
 5. Education and Training
 6. Health Science and Human Services
 7. Hospitality and Tourism
 8. Information Technology
 9. Law, Public Safety, Correction and Security
 10. Manufacturing and Engineering
 11. Transportation, Distribution and Logistics

- Representative from a Secondary School District
- Two (2) representatives from the Community College to be nominated from among the Presidents Council or Arizona Community College Coordinating Council (AC4) if so designated by the presidents. One(1) member should represent the rural population and one (1) member should represent the urban population.
- Representative from the University to be rotated every 3 years among the universities recognized by the Board of Regents.
- Representatives of education advocacy groups i.e., CFA, Helios, ABEC, etc.
- ADE/CTE staff to include the Director of Career and Technical Education and/or designee(s)

Member Selection and Vacancies

A candidate for a vacancy shall be filled with the same membership composition type as the individual leaving the Commission. Members of the Commission may recommend a replacement.

Length/Term of Service

The term for each member shall be four (4) years. In May of each year, Commission member shall confirm their continuation to remain on the Commission and their commitment to the purpose of the Commission.

Meeting Minutes

ADE/CTE staff or designee shall be responsible for recording meeting minutes. Minutes shall be sent to all Commission members within 30 days following each meeting to be reviewed and a vote of acceptance made at the next scheduled meeting.

Voting

Every Commission member shall be entitled to vote. All voting decisions shall be determined by a majority vote of the members present. No proxy representation shall be recognized.

Meetings and Committees

The Commission shall have a minimum of three (3) meetings per calendar year. Time and location of the Commission and ad hoc committees shall be decided by the co-chairs in consultation with ADE/CTE staff. Committee meetings shall be called by the co-chairs or a majority of the Commission. Ad hoc committees may be formed throughout the year, consisting of selected members of the Commission. There shall be one annual meeting, which shall be the first meeting of a new school year. Electronic or telephonic presence at a meeting will be recognized a physically being present.

Written Notice

ADE/CTE staff or designee, in consultation with the Commission co-chairs, shall issue written notice of date, time, and location of all meetings. A draft meeting agenda shall be included with this notice.