



Workforce and Economic Development Advisory Council

Charter

Type of group: Advisory Council

The Workforce and Economic Development Advisory Council is an ongoing council with an advisory role to Minnesota State leadership on strategies to meet the state's workforce and education goals:

- To promote continuous program improvement and innovation in career, technical and non-credit instruction pathways
- To be the partner of choice with employers to align skills to industry needs
- To address equity and to accelerate credential attainment for all learners

Charge:

The Workforce and Economic Development Advisory Council will be an advisory and consultation group for advising on career and technical education and implementing *Advancing Credentials through Career Pathways*¹ (ACCP), including:

- (1) promoting strategic employer engagement through an industry-led model
- (2) reducing barriers to career pathways with degree and non-degree credentials aligned to in-demand skills
- (3) supporting accelerated credential completion for working students and adults.

General Roles:

1. Make recommendations to system leadership that result from a process of discovery, planning, adoption, and analysis to ensure successful implementation of recommended initiatives for the growth and improvement of career and technical education and ACCP.
2. Facilitate communication of strategic directions to system leadership and campus constituents.
3. Provide advice to system leadership on collaboration and coordination with priorities in Academic & Student Affairs (ASA) and other system divisions.

¹ *Advancing Credentials through Career Pathways* is a program of the Center for Occupational Research and Development (CORD). Additional information can be found at: <https://www.cord.org>

Responsibilities:

1. Understand the ACCP model for the improvement of career and technical education and to align to existing system and institution strategies. Consider implementation approaches that balance system-ness with campus autonomy and institutional knowledge and expertise.
2. Assist in the design of implementation strategies through a campus, regional or program/industry lens, e.g., pilot projects, collaborative/coordinated programs, best practices, etc. that achieve the goal of providing state-of-the-art learning environments, facilities, curriculum, and programs in career and technical education.
3. Consider investment strategies or analysis; availability and/or need for resources; guidance on use of funds.
4. Provide guidance on implementation of an ACCP work plan: elements/steps, roles and responsibilities, timeline, budget, communication strategies, etc.
5. Review and assess progress; evaluate effectiveness of initiatives; review reports.
6. Identify areas of coordination with ASA, e.g., Guided Learning Pathways, multiple measures of college placement, CTE concurrent enrollment, etc.

In scope:

Workforce Development and Economic Development in the system office coordinates many academic and non-credit programs and services. While focusing on career and technical education and the ACCP framework, alignment to other ASA or W&ED programs may also be in scope for the Advisory Council. These may include:

- Workforce Solutions – non-credit continuing education, customized training and related instruction and programs
- Federal Perkins Act
- Strategic partnerships that support adult and other underrepresented learners with a focus on college access
- Centers of Excellence and Credit for Prior Learning Assessment Network (C-PLAN)
- Online tools for career and labor market information, e.g., CAREERwise, SkillUp, RealTime Talent, work-based learning resources, etc.
- Quality credential initiatives and transparency
- Coordination with state agencies (DEED, MOHE, DOLI, MDE, etc.); community-based organizations and workforce partners
- Other program implementation, such as Workforce Development Scholarships, Leveraged Equipment and state or federal grants

Council Membership (20 - 22 members):

College presidents (3)

University president (1)

Senior Academic/Student Affairs Officers (2)

Council Membership (continued):

College deans responsible for career or technical education programs (2)

University deans (2)

Continuing education / customized training dean or administrator (2)

President of MN Council for Continuing Education and Customized Training (MnCCCECT) (1)

Center of Excellence directors (2)

CTE/Perkins consortium leaders (2)

Faculty representation (IFO, MSCF) (2)

Workforce & Economic Development / ASA system office staff (2 – 4)

Council Member Expectations:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents. Consult, as needed, with others.
- Work with all members to build consensus in Council guidance and recommendations.
- Respond respectfully and objectively to system or campus reports or guidance.
- Provide recommendations to system leadership that meet student, institutional and external constituent needs.
- Support recommendations of the Council and advocate for success.

Council Leadership: TBD

Example: Chair and a chair-elect who will serve as co-chair for one year and then succeed to the role of chair. The chair-elect will be selected from the members of the Council by consensus of the members of the Council annually at the first fall meeting.

The chair and Workforce and Economic Development staff will take the lead in identifying agenda topics and follow-up to implement ACCP and its associated strategies.

Consultation Process:

In order for the Council to function in the most effective manner, standing or ad-hoc committees may be formed to address specific strategies of ACCP or other Workforce and Economic Development programs. These committees may include subject matter experts who are not serving on the Council. Committees may provide recommendations to the Council and seek guidance and advice for forwarding to system leadership.

System office leadership:

Executive Director, Workforce & Economic Development

Senior System Director, Workforce & Economic Development