ASCA National Model: Advisory Council
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Your presenters are:

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Learning outcomes:

• Identify key components of an advisory council.
• Discuss the rationale and purpose for implementing an advisory council
• Share exemplary examples of advisory council components
• Share tips for implementing a successful advisory council
Advisory Council Description

a representative group of stakeholders to review and advise the implementation of the school counseling program

Advisory Council Description

meets a minimum of twice each school year

Advisory Council Meetings

- September 14
- March 22
Advisory Council Description

uses agendas and minutes for documentation

Agenda Example
Example of Agenda with Minutes

Example of Minutes
Advisory Council Description

provides feedback on program goals

Discussion and Adoption of ES Counseling Department Program Goals

Based on this review of data the committee decided to adopt three program goals relating to the areas of attendance, academics, and behavior (see III, b,c,d for preceding data review). Since the end of year state test was changing from the CRCT to the Georgia Milestones it was suggested that we use report card grades as a method to measure outcome data for the academic goal. The committee approved and signed the three program goals.
Advisory Council Description

makes recommendations about the school counseling program

Advisory Council Description

advocates for the school counseling program
Effective Advisory Councils

- A list of the advisory council members and their stakeholder positions.
  - The agendas from at least two meetings –
    - fall - share program goals
    - spring - share results and implications
  - The minutes from the meetings for which agendas are provided.

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ADVISORY COUNCIL (ANMIG p. 92)

Do’s
- Construct a representative membership
- Include students, when appropriate
- Meet at least twice
- Present data and goals
- Record and respond to feedback
- Create and save agendas
- Take detailed minutes
- Provide good supporting documentation

Don’ts
- Omit important stakeholders
- Forget to check diversity of membership
- Don’t create just for RAMP
- Don’t be a subset of another committee
- Don’t forget your data and goals presentation
- Don’t ignore feedback
Reflect:

- How was your AC developed?
- How does your AC guide the counseling program?
- How is your AC representative of all core stakeholders?
- What was the AC’s input on goals and activities?

Check:

- Is your AC solely focused on the counseling program?
- What evidence do you have that current data, goals and activities were presented?
- Do minutes reflect a meaningful and rich discussion?
- Did you have at least 2 meetings (fall/spring)

Council Narrative

Narrative: The narrative addresses how the advisory council was developed, how members were selected and how the council guides the program.

Write a paragraph on the following”

- how the advisory council was developed
- how members were selected
- how the council guides the program
Advisory Council Pitfalls

1. Not focused on counseling program
2. No data/goals presentation
3. Feedback not given/included

Advisory Council is tool for...

- Leadership
- Advocacy
- Collaboration
- Systemic change
Sample Letter

Dear ...

As counselors at Best Elementary, we strive to provide a comprehensive council program for our students. To have the best possible program, we need to hear from you -- our stakeholders. The School Counseling Advisory Council provides the platform through which we can collaborate on how to best serve our students. We are confident you could provide an invaluable service to the school as a member of our School Counseling Advisory Council and are inviting you to become a member.

This School Counseling Advisory Council is composed of outstanding leaders in the school and community. Its purpose is:
- to make recommendations regarding student and community needs,
- to make recommendations regarding the counseling department’s response to those needs, and
- to advocate for and support the total school counseling and guidance program.

The advisory council will meet approximately twice each school year. Our first meeting will be Thursday, September 18, 2017, 5:00 p.m. in the conference room at Best Elementary School.

Please let us know if you are willing to serve and are available to meet on this date. Your acceptance will greatly enhance our school guidance program.

Sincerely,

Sample Handout