

Program Advisory Committee Meeting Agenda and Minutes Template

Note: These topics might be spread over 2 meetings.

(Please remember that discussion and all correspondence about an issue should be recorded in the minutes. It is especially important to document the feedback and recommendations from the business/industry members.)

[Letterhead]

[Name of School]

Program Advisory Committee

[Name of Program]

[Date, Time, Location]

Agenda/Meeting Minutes

Chairperson:

Note Taker:

Timekeeper:

Attendees with Affiliations:

Introductions

Role of Advisory Members, Select a Chairperson for the Committee

[Conclusion]

[Action Items, Responsible Party, Deadline]

Program Updates

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Curriculum Offered, Courses Offered, and Segments/Competencies Covered

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Facilities & Maintenance of Program - Information from tour of facilities and equipment being used in the program

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

[Action Items, Responsible Party, Deadline]CTSO / Student Leadership Development

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Work-Based Learning (Including EMC when appropriate)

[Discussion Notes]

[Conclusion]

Program Data – Participants, Concentrators, Completers, Technical Skills, Non-Traditional Students

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Industry Certifications and Assessments (When Applicable)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Early Middle College Course of Study for Students and Planned Student Supports (For EMC Programs Only)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Early Middle College Certificate or Degree Earned (For EMC Programs Only)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Educational Materials - Software, Textbooks, and Other Items

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]