## Template for Program Advisory Committee Meeting Agenda and Minutes

Note: These topics might be spread over 2 meetings. [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 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]

### **CTSO / Student Leadership Development**

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

### **Work-Based Learning (Including EMC when appropriate)**

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

### **Program Data – Participants, Concentrators, Completers, Tech. 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]