



Advisory Committee/Board Agenda Template

Date:

Facilitator:

Time:

Scribe:

Location:

Advisory Committee Members:

Faculty/staff Members:

- Welcome and introductions
- Approve minutes from previous meeting
- Report on the current status of the program, actions that have been taken by the College on the committee's recommendations.
- Goals for the meeting:
 - Are Program Goals, Student Learning Outcomes and Mission Statement relevant to employment (or transfer) opportunities?
 - Does knowledge gained from the program match that required by employers and accrediting bodies?
 - Is current technology / equipment adequate for program success?
- Review of Program Goals, Student Learning Outcomes and Mission Statement
- Share:
 - Program Review and Action Plan
 - Annual Unit Assessment Plans
 - Program Health Index
 - Career Pathways Development Report
 - List of Full time faculty members and Internship hosts
 - Articulation Agreements
 - Current catalog pages with Program Outcomes listed
 - Dual enrollment information
 - Accreditation update
 - Curriculum update
- Ask committee members about:
 - Hiring projections/forecasts, state of the industry
 - Ways to expand the program, recruitment and retention?
 - Job placement, Internship/clinical opportunities?
- Recommendations for the future:
 - Are Program Goals, Student Learning Outcomes and Mission Statement relevant to employment (or transfer) opportunities?
 - Does knowledge gained from the program match that required by employers and accrediting bodies?
 - Is current technology / equipment adequate for program success?
- Recognitions and Celebrations