



**ADVISORY BOARD MEETING – MINUTES
(Program Name - CIP Code – PSN)**

| | | | | | |
|-----------------|---|--------------|--|------------------|--|
| Date: | | Time: | | Location: | |
| Type of meeting | [Program Name] (Fall, Spring) Advisory Committee Meeting | | | | |
| **Chairperson | | | | | |
| Facilitator | | | | | |
| Note taker | | | | | |
| Timekeeper | | | | | |
| Attendees | | | | | |
| | | | | | |
| Topic | Introductions (Role of Advisory Members, Select Chairperson) | | | | |
| Discussion | | | | | |
| Conclusion | | | | | |
| Action Items | | Person | | Deadline | |
| | | | | | |
| | | | | | |
| Topic | Old Business | | | | |
| Discussion | | | | | |
| Conclusion | | | | | |
| Action Items | | Person | | Deadline | |
| | | | | | |
| | | | | | |
| Topic | Program Updates | | | | |
| Discussion | | | | | |
| Conclusion | | | | | |
| Action Items | | Person | | Deadline | |
| | | | | | |
| | | | | | |
| Topic | Curriculum Offered/ Courses Offered, Segments Covered | | | | |
| Discussion | | | | | |
| Conclusion | | | | | |
| Action Items | | Person | | Deadline | |
| | | | | | |
| | | | | | |



| | | | |
|--------------|--|----------|--|
| Topic | Work-based Learning (New requirements for Perkins V) CTSO/Student Leadership Development Industry Certifications (when applicable) | | |
| Discussion | | | |
| Conclusion | | | |
| Action Items | Person | Deadline | |
| | | | |
| | | | |
| Topic | Program Data/CPI's – Participants, Concentrators and Completers, Technical Skills, Non-Traditional Students (review data and changes for Perkins V) | | |
| Discussion | | | |
| Conclusion | | | |
| Action Items | Person | Deadline | |
| | | | |
| | | | |
| Topic | Facilities & Maintenance of Program (information from tour of facilities & equipment being used in program) | | |
| Discussion | | | |
| Conclusion | | | |
| Action Items | Person | Deadline | |
| | | | |
| | | | |
| Topic | Equipment & Technology Needs / Review | | |
| Discussion | | | |
| Conclusion | | | |
| Action Items | Person | Deadline | |
| | | | |
| | | | |
| Topic | Materials, Resources & Curriculum (software, textbooks, and other items) | | |
| Discussion | | | |
| Conclusion | | | |
| Action Items | Person | Deadline | |
| | | | |
| | | | |



Other Agenda topics to consider:

- Assessment & Student/Program Evaluation (CPI's)
- Follow Up Survey Results – Spring
- Industry Certifications & Assessments
- Student Leadership Development
- Work Based Learning Activities