

Agenda
Advisory Committee Meeting

Program: _____ **Date of Meeting:** _____
Teacher: _____ **Location:** _____

- Call to Order/Welcome
- Introductions (May include a member checklist)
- Roll Call
- Purpose: To counsel, advise, and consult with the program staff on:
 - Implementation of curriculum
 - Safety
 - Equipment needs
 - Projects for student learning
 - Advocacy of the program in the community
 - Recruitment of students
 - Work-based learning
 - Job placement of students
 - Other as needed
- Minutes from Last Meeting:
- Review School Vision, Mission and Goals
- Update by Teacher
 - Recommendations from Last Meeting:
 - Other:
 - Discussion:
- Program Improvement Plan and Implementation and Impact Check
- New Items:
- Recommendations of Committee
- Commendations of Committee
- Other
- Possible Topics for Next Meeting
- Next Meeting Date
- Thank You!
- Adjournment

Minutes of Advisory Committee Meeting

Program: _____ **Date of Meeting:** _____
Teacher: _____ **Location:** _____

Presiding Officer:

Members Present: Minimum of 5 members must be present. Minimum of 2 meetings per school year

Advisory Member	Company	Title

Members Absent

Advisory Member	Company	Title

Order of Business

Call to order:

Agenda Topics:

Other Topics:

Review of Budget Funds:

Graduates location of employment:

Review of Curriculum:

Review of tools, equipment and facilities:

Commendations:

Recommendations:

Next Meeting Date:

Adjournment Time:

Submitted by:

Log of Advisory Committee Member Contact

School: _____ **Program:**

[illegible]

School: _____ **Program:** _____ **School Year:** _____

Advisory Committee Members

[illegible]

Program Advisory Committee Recommendations

Program: _____ **Date of Meeting:** _____
Teacher: _____ **Location:** _____

Recommendations of Advisory Committee	Action Plan