Program Advisory Meeting Minutes

**Program Meeting Details**

Program Meeting Date:

Program Meeting Location:

Committee Chair’s Name *[must be an external member]*:

Program Coordinator’s Name:

Recording Secretary’s Name *[must be an external member]:*

***Signature of Attendees***:

***Members absent:***

**Program Meeting Discussion**

**1. Topic: TCSG / COC Program Standards**

*Advisory committees should discuss curriculum for each program represented by the committee at least once during the year. Changes to the curriculum should be discussed as soon as possible, whether prior to or following implementation of the changes.*

**Discussion**:

**Conclusion**(s):

**Action Item(s):**

**2. Topic: Program Benchmarks**

*Advisory committees should discuss the program’s performance at least once a year. Evidence of performance may include program and/or student learning outcomes, accreditation reports, or other benchmarks tracked by the program.*

**Discussion:**

**(2) Conclusion(s):**

**(2) Action Item(s):**

**3. Topic: Program Growth, Development, and Recruitment**

*At least once a year, advisory committees should discuss whether there is a need for program expansion, whether there is evidence that the program should develop to meet new industry standards or needs, and whether recruitment efforts for the program are sufficient.*

**Discussion**:

**Conclusion(s):**

**Action Item(s):**

**4. Job Development and Job Placement**

*Advisory committees should discuss job opportunities for students and job placement data for the program at least once during the year.*

**Discussion**:

**Conclusion(s):**

**Action Item(s):**

**5. Program Advocacy & Business / Industry Support**

*As often as possible, advisory committees should discuss ways in which the program can partner with industry to serve students’ needs for training, job placement. Advisory members can support programs through many types of partnerships that can benefit both organizations and students. For example, members may be able to recommend sources for scholarships for students, participate in classroom visits, donate equipment or supplies, or offer opportunities for students to visit industry sites.*

**Discussion**:

**Conclusion(s):**

**Action Item(s):**

**6. Open Topic (optional):**

 *Any topics not already discussed should be recorded here.*

**Discussion:**

**Conclusion(s):**

**Action Item(s):**

**7. Open Topic (optional):**

*Any topics not already discussed should be recorded here.*

**Discussion:**

**Conclusion(s):**

**Action Item(s):**

**Please check ONE box below:**

[ ]  Additional Pages Attached

[ ]  Addendum to minutes to be completed and submitted to Advisory Facilitator within one month of meeting date.

[ ]  Minutes are complete and final as submitted in this document, including a verified roster, minutes with original signatures by external members and program coordinator, and any additional supporting documentation provided by the program faculty for the program meeting.

**Signature of Recording Secretary** *(must be an external member)***:**

**Date:**

**Signature of Program Coordinator:**

**Date:**