##

## Career Education Advisory Committee

## AGENDA & MINUTES TEMPLATE

[College and/or Program Logo]

[Name of Program] Advisory Committee

**Date - Time - Location**

**Committee Members**: Include Name and Department/Company for each person. For minutes, denote which members were in attendance.

1. **Introductions**
2. **Follow-Up from Previous Meeting**
	1. Follow-up or status reports covering suggestions, recommendations, and/or assignments made at the previous meeting(s)
3. **Employer Updates**
	1. Industry updates, forecasts, & trends
	2. Employer needs
	3. Trends in occupation & labor market data
4. **College Updates**
5. Action items for curriculum approvals
6. Equipment needs
7. Feedback on # of program completers and those who have been employed
8. **Partnership Opportunities**
	1. Work-based learning & internship opportunities
	2. Hiring & graduate connection opportunities
	3. Equipment donations
	4. Committee membership recruitment
	5. Networking opportunities for committee members and students
	6. Committee assessment – committee accomplishments, action items, and recommendations
9. **Roundtable & Next Steps**
	1. Commitments and assignments for next meeting
10. **Next Scheduled Meeting**: Include Date/Time