## 

## 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