



## Career Education Advisory Committee Effective Meeting Practices Guide

This guide is intended to provide suggestions for meeting conveners and facilitators in order to improve advisory committee meeting attendance, individual member participation, and the quality of input collected.

### Before the Meeting

- **Establish the goals and agenda:** Like lesson plans to learning outcomes, a well-planned agenda illustrates overarching goals of a meeting.
- **Send out plenty of notice:** Industry and employer representatives' calendars fill up quickly, so notice of the meeting should go out early and be followed-up with regular reminders as the date approaches.
- **Identify industry and employer representatives to be leaders:** Meetings are less intimidating and encourage richer dialogue when the meeting facilitator is an industry or employer representative rather than a college representative.

### During the Meeting

- **Promote dialogue over adherence to the agenda:** Allow for productive discussion even though the items being discussed may not be related to the agenda or come later.
- **Value broad and diverse viewpoints:** Ensure that all committee members have an opportunity to enter conversations.
- **Take copious notes that capture all input:** Having a non-committee member note-taker will allow for all committee members to fully participate in the conversation and help improve collection of input.
- **Avoid placing value judgements on ideas:** Allow for innovative thinking that may not follow usual college processes.
- **Avoid dominating the floor:** Facilitators should be comfortable introducing a topic for discussion, turning the floor over to committee members, and allowing for silent pauses while members collect their thoughts.

### After the Meeting

- **Set aside time immediately following the meeting:** Additional time immediately after the meeting will provide space for you to review the meeting notes and send out a thank you message.
- **Express appreciation for time and effort:** Acknowledging specific member input within the thank you message helps members feel that their attendance is valuable and appreciated.