



## **Advisory Committee Agenda**

- Welcome and introduction of advisory committee members, instructor and school officials
- Review purpose of advisory committee and its members
- Review minutes from previous meeting
- Discuss old business
- Review and validate program materials: course of study, competency profile, duty task list, teaching plan, etc.
- Discuss new business: industry updates, program update, program needs, program budget, student follow-up, etc.
- Review evaluations: program, student and instructor
- Discuss program recommendations for improvement: equipment, supplies, curriculum, training, facility, competencies, etc.
- Committee perform annual safety inspection of facility
- Committee evaluate facility/curriculum/equipment in meeting the program goals
- Discuss upcoming events, including date, time and location of next meeting
- Have each member complete the Advisory Committee Meeting Evaluation Form and return
- Adjourn