2019 - 2020

C06 - Program Advisory Committee: Industry Experts Provide Input to Program

***(insert program name)* Advisory Committee Meeting**

**MINUTES**

*(insert day, month, and year)*

*(insert meeting time)*

*(insert school name)*

Chairperson: *(insert name)*

Attendees: *(insert names)*

Guests: *(insert names if applicable)*

Introductions

*(insert information about introductions)*

Facility Tour

*(insert information and discussion related to facility tour)*

Program Standards/Gap Analysis

*(insert information and discussion related to program standards/gap analysis)*

Instructional Design/Segments

*(insert information and discussion related to instructional design/segments)*

Syllabus

*(insert information and discussion related to syllabus)*

Program Safety Training

*(insert information and discussion related to program safety training)*

Program Inventory and Equipment

*(insert information and discussion related to program inventory and equipment)*

Anti-Bias Curriculum and Facilities Statement

*(insert information and discussion related to anti-bias curriculum and facilities statement—OBTAIN SIGNATURE FROM ADVISORY BOARD CHAIRPERSON)*

Work-Based Learning Opportunities

*(insert information and discussion related to work-based learning opportunities)*

Core Performance Indicator Data (CPI’s)

*(insert information and discussion related to core performance indicator data)*

Future Meeting Date(s)

*(insert information about future meeting dates)*

Other

*(Insert other information if applicable)*

Adjournment

*(insert information regarding the meeting adjournment time)*