**Career Technical Education Advisory Committee Meetings**

All Career Technical Education (CTE) programs are required to meet with their industry advisory committees at least once per year, to provide documentation of the meeting on the attached minutes sheet, to provide outcomes documentation of the meeting on the attached minutes sheet, and to submit the signed minutes to their School Dean by the end of the semester. Failure to meet these requirements may impact a program’s ability to access college and Perkins allocations funding for the program. All CTE programs are encouraged to meet each semester, if possible, with their industry committees and to engage in robust and on-going conversations with their industry partners for ongoing program improvement.

The CTE Advisory Committee should contain a diverse group of individuals from within the program (faculty, classified, students) and individuals external to the college who are actively involved in a variety of segments related to the workforce industry (e.g. local business leaders, compliance and licensing, industry employment agencies).

By the end of the Spring Semester, each CTE program will submit the Industry Advisory Committee composition information listed below to their School Dean:

Department Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Meeting Semester\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Meeting Semester\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members of the Advisory Committee:**

Internal Advisory Members

|  |  |  |
| --- | --- | --- |
| Name | Position | Faculty/Classified/Student |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

External Advisory Members

|  |  |  |
| --- | --- | --- |
| Name and Position | Business Name and Address | Phone and Email |
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|   |   |  |
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Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

VCAA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

CTE Advisory Committee Meeting Minutes

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review and feedback related to overall Program Review

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Program Student Learning Outcomes:

|  |  |
| --- | --- |
| 1. |  |
| 2. |   |
| 3. |   |
| 4. |   |
| 5.  |   |
| 6. |   |

Review and feedback regarding of Student Learning Outcomes:

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Review and Feedback related to Core Indicators and Labor Market Information:

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Overall Recommendations regarding program:

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|    |

Additional Comments

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Planned action steps based on feedback

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Department Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisory Members Present (Signature page should be kept in Department and School Offices)

|  |  |
| --- | --- |
| Name (Print) | Position/Organization |
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Next Meeting Date\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

VCAA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_