

**ADVISORY COMMITTEE FALL AGENDA**  
**[PROGRAM NAME AND CIP CODE]**  
**[ENTER MEETING DATE HERE]**

**Chair (From Business and Industry):**

**Post-secondary Representative:**

**Parent Representative:**

- I. Introductions
- II. Review and Approve Spring Minutes
- III. Advisory Committee Chair/Elect Chair (if someone is not in place)
- IV. Program Updates and Plans for Current Year
- V. Industry Trends
- VI. Program Planning, Development and Changes
- VII. Program Marketing & Promotion, Bias free Materials
- VIII. Facilities & Maintenance of the Program
- IX. Equipment & Technology Needs & Recommendations
- X. Materials, Resources, and Curriculum (Syllabi, Work-Based Learning, etc.)
- XI. Assessment & Student/Program Evaluation

*Thank you for joining us and giving your time and energy to help our students. We welcome any suggestions you may have to help make the time we spend together as productive as possible.*