

Employee Advisory Committee Agenda Outline

_____ School(s)/District(s)
_____ Course(s)
_____ Industry Sector(s)/Pathway(s)
_____ Teacher(s)
_____ (Date)
Start Time _____ End Time _____

1. Introduction of members and guests:

Name: _____ Organization/Title: _____
Name: _____ Organization/Title: _____
Name: _____ Organization/Title: _____
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Name: _____ Organization/Title: _____
Name: _____ Organization/Title: _____
Name: _____ Organization/Title: _____

Please check if true: Majority of committee/board members consists of business representatives

Comments: (absences, new members, etc.) _____

2. Purpose of meeting:

Please check one or more: Annual/scheduled meeting Modify curriculum Add new course

Comments: _____

3. Review of relevant data:

Enrollment (current/fluctuations during year) _____

Students achieving course objectives/certificates/certifications _____

Other: _____

4. Discuss current trends in the national, state and local labor market relating to the pathway:

Please check if true: Labor market in pathway in high demand Opportunity for high wages/growth

Comments: (emerging industries, etc) _____

5. Review/add/modify course outline(s) and pathways

Please check if true: Reviewed course outline(s) and objectives Reviewed hours of instruction
 Reviewed Assessment Procedures Reviewed CTE standards Reviewed pathways and sequence

Comments: (changes, additions, etc) _____

6. Review of needs:

Equipment/textbooks: _____

Support/resources: _____

Course Marketing: _____

9. Signature and date of all members:

Name	Date	Email
Name	Date	Email
Name	Date	Email
Name	Date	Email
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10. Date/suggestions for next meeting: _____
