

MISSION: Provide dynamic learning for living, working and serving. VISION: A success story for every student and stakeholder.

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| ADVISORY COMMITTEE MEETING | | | |
| Advisory Committee: |  | | |
| Meeting Date: | January 1, 2018 | Chair: |  |
| Time: |  | Vice Chair: |  |
| Location: |  | Recorder: |  |
| Committee Members: |  | | |
| Resources: |  | | |

*Important Note: Advisory Committees meet twice per year. While every topic on the agenda template may not be addressed at both meetings, all topics should be addressed over the course of the year.*

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| AGENDA/MINUTES | | |
|  | Agenda | Minutes/Decisions |
| 1. | Welcome and Updates   * Call meeting to order * Additions/approval of agenda * Approve last meeting minutes * Update advisory membership list and introduce new members (using sign in sheet) * College update from an academic dean |  |
| 2. | Chair/Vice Chair Elections |  |
| 3. | Program Updates/Changes Since Last Meeting |  |
| 4. | Discussion of Student and Program Graduate Performance   * Student retention and completion * Placement rates * Student success stories * Advisory Committee Survey results |  |
| 5. | Discussion of Industry Trends |  |
| 6. | Course and Program Plan Review |  |
| 7. | Program Outcome Review |  |
| 8. | Program Needs (partnerships, equipment and recruitment) |  |
| 9. | Other |  |
| 10. | Next Meeting Date |  |

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| ACTION ITEMS | | | |
|  | Action Item(s) | Owner | Target Date |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**REMINDER:** Upload meeting minutes in the Employee Portal>Files and Forms>[Academic](https://employees.minnesota.edu/files/forms/?s=14)