Career Education Advisory Board Agenda Template
College of the Canyons
William S. Hart Union High School District

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Program Chair				
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				

Discipline faculty				
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				

Materials to be distributed with the Agenda:
- ✓ **Minutes from last meeting**
- ✓ **Pathway Course List**
- ✓ **Course Competencies (Student Learning Outcomes and Program Learning Outcomes)**
- ✓ **Core Indicators (Perkins)**
- ✓ **Labor Market Data**
- ✓ **Student Completion Data**

AGENDA

	Notes	ACTION

1.Welcome and Introductions (Director, Career and Technical Education)
    1.1 Statement of Purpose
    1.2 Review/Approval of Minutes
Motion to Approve the minutes of the last meeting by:
Motion Seconded by:		

2. Review of Course Sequence (E.C. 52302.2(3))
    2.1 Hart District
    2.2 College of the Canyons
    2.3 CSU and UC Articulation		

3. Current Status of Program (Advisory Board Chair): (E.C. 52302.3(1)), (EC52302.3(2)) & (E.C. 52302.3(3))
    3.1 Numbers of students
       ▪ Special Population/Non Traditional Core Indicators (Perkins)
       ▪ Reading proficiencies (Hart District)
    3.2 Student success – completers
    3.3 Student success - employment		

3.4 Labor Market Analysis
    ▪ Job Titles
    ▪ Median Living Wage
    ▪ Validated Need for Training
3.5 Industry Certification (if applicable)
3.6 Program Accomplishments		

4. Industry (E.C. 52302.2(1)), (E.C. 52302.2(4)) & E.C. 52302.2(5))
  4.1 Review Required Skills for Competency:
    ▪ Do the program completers meet the current industry standard or industry need?
    ▪ What curriculum modifications would you suggest to meet skill gaps?
    ▪ Review of Assessment Procedures
    ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field?
  4.2 What employability skills do workers need in your field?
    ▪ Able to think critically, problem-solve
    ▪ Able to find resources
    ▪ Effective interpersonal skills
    ▪ Communication skills - oral, written
    ▪ Adequate time management and organization - prioritization skills
    ▪ Personal qualities - professionalism
    ▪ Able to project manage
    ▪ Other?
  4.3 What changes/ trends are occurring in the industry that will affect employer needs?
  4.4 Work-Based Learning Opportunities
    ▪ Classroom visits by industry
    ▪ Informational Interviews
    ▪ Site visits/Field Trips
    ▪ Job Shadowing
    ▪ Project Based Learning
    ▪ Internships
    ▪ Apprenticeships
4.5 Postsecondary Scholarship Creation		

5. Program plan for improvement (20 U.S.C. § 2354 (b)(5))
  5.1 Strengths of program
  5.2 Weaknesses of program
  5.3 Labor market information needed to justify new content/ courses		

5.4 Resources needed and the role of industry: (equipment/ mentoring/ internship opportunities/ scholarships/ awards/ hosting field trips/ serve as a speaker at career events/ providing work-based learning opportunities for faculty/ other) 5.4 What other suggestions do you have for program improvement?		
Motion to Approve Course Curriculum and Continue Operation of the Program was made by: (E.C. § 8070) Motion Seconded By: All in favor: All opposed:		

6. Other business
   6.1 Additional Items
   6.2 Next meeting time, place, date.		

Meeting Summary completed and distributed by:_____ Date: _____

HANDOUTS