[Program] Department
Utah Valley University-Program Advisory Board

Program Advisory Board Meeting
Thursday May 2, 2013, | 6:00 – 8:00 p.m.
Science Building Room 110; Orem Campus

Objectives:
- Share how the department is currently serving students and employers.
- Solicit feedback on program certificates to ensure alignment with employer needs.
- Explore ways to develop more internship opportunities for advanced students.
- Explore ways to continue strengthening and expanding relationships with employers.

Agenda:

6:00   Agenda Review and Introductions
   o *What top skill(s) are most critical for today's job seekers?* OR
   o *What positions are you most likely to hire for in the coming 1-2 years?* (employers)
   o *What courses do you teach?* (instructors)

6:10   [Program] Department Review
   o *Given the current certificates offered by the Department, which certificates would you recommend prioritizing, adding, or subtracting?*

6:25   SLO's Program Requirements and Course Content
   o *For each certificate/degree reviewed, answer the following:*
      o *What courses, if any, are missing?*
      o *What content should be emphasized?*
      o *What tools should be taught (current, new)?*
      o *What opportunities are you aware of for instructor professional development in this subject area?*

7:00   BREAK

7:15   Discussion Topic: [Work-based learning (WBL) opportunities for students]
   o *What is the best way to identify employers who might be willing to host interns? What about apprenticeships?*
   o *What associations, organizations or networks should we tap?*
   o *What is the best way to "pitch" employers about the value of hosting a WBL experience for a student/s?*
   o *What kind of support would your organization need to commit to hosting a student?*

7:35   Exploration of Ways to Get Involved with the Department

7:45   Planned Action Steps

8:00   Adjourn

NEXT MEETING INFORMATION:

- DATE: Date of next meeting
- TIME: Time of next meeting
- PLACE: Location where meeting is being held

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