

Sample Program Advisory Board Meeting Minutes

Program: _____ Meeting Date: _____

1. Program Review: review and feedback.

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2. Student Learning Outcomes addressing Program Requirements and Course Content: review and feedback.

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3. Labor Market Information: demonstrating program continues to meet Labor Market Demand and does not represent unnecessary duplication with other programs in the region: review and feedback.

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4. Program Recommendations: Overall Recommendations for the program: review and feedback.

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5. Discussion Recommendations: Topic items discussed and overall recommendations

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6. Planned Action Steps based on feedback.

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Next Meeting

Date: _____ Time: _____ Location: _____

Signatures

Department Chair: _____

School Dean: _____

Workforce Alignment Rep: _____

Associate Provost: _____