

## Sample Program Advisory Board Requirements

All UVU programs are encouraged to use a variety of approaches to engage with career and industry partners, as regularly as possible, to engage in robust and on-going conversations for continuous program improvement. Failure to meet these requirements may impact a program's ability to qualify for several funding streams.

- Confirm accurate board membership.
- Meet with the Program Advisory Board at least once per year.
- Create your meeting agenda to address the required areas of Section 3.
- Disseminate meeting materials at least 72 hours in advance (for example: Agenda, Program Review, SLO assessment data, Grant Requirements, Labor Market Information, Industry Certifications, and Certification Passage Rates).
- Conduct the meeting.
- Document the meeting as follows:
  - Record attendance and contact information.
  - Synthesize the outcomes of the meeting discussion(s).
  - Submit the completed forms and meeting minutes as outlined by your program.

### Meeting Agenda Guidelines

Typical Agenda Items:

- Introduction of members and guests
- Approval of previous minutes
- Address Required Areas:
  - Program Review
  - Student Learning Outcomes (SLO's) addressing Program Requirements and Course Content
  - Labor Market Information
  - Program Recommendations
  - Discussion Topics: (See suggestions below)
  - Planned Action Steps
- Review of next meeting date and location
- Adjournment

Additional Sample Agenda Topics for Discussion:

Agenda topics will be dictated by the needs of the program, but sample agenda topics could include:

- Internship and job placement opportunities for students
- Impacts of federal and state legislation

- Emerging fields and potential new courses and programs
- Instructional professional development
- Facilities and equipment requirements
- Recruitment of students
- Marketing of programs and graduates