

Advisory Board Meeting Organizer

Date & Time:

Location:

Refreshments:

Item	Responsible Person	Notes	Status
<ul style="list-style-type: none"> ♦ Establish Date and Time ♦ Location/Site 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Provide list of Board Members <i>(Fall of each academic year)</i> ♦ New prospective members & guest <i>(update list with WFD Office)</i> 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Send Save-the-Date to board members as soon as possible. <i>(Minimum of 1-month in advance notice for best attendance)</i> 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Plan agenda ♦ Request items from Advisory Board 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Finalize agenda w/ attachments 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Send invite to Faculty ♦ Send invite to Board w/ Agenda, Past meeting minutes, parking permits, additional materials ♦ Send event reminder email <i>(2-weeks prior to meeting)</i> 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Secure funds for food <i>(Inquire from Department/Division)</i> 		<ul style="list-style-type: none"> -Send Dept. Admin invite w/ agenda b4 meeting -Send sign-in sheet after meeting Dept Admin pays invoice from dept. budget 	Pre-Meeting
<ul style="list-style-type: none"> ♦ Order food 		Contact Culinary or George In Cafeteria	
<ul style="list-style-type: none"> ♦ Table Tents with members names 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Prepare sign-in sheets ♦ Copies of agenda & handouts ♦ Previous Advisory Board minutes 			Pre-Meeting
<ul style="list-style-type: none"> ♦ Calendar Next AB Meeting 			@ Meeting
<ul style="list-style-type: none"> ♦ Prepare minutes ♦ Provide a letter of appreciation 		Send to WFD for dissemination 2 weeks. Despina provides letter of appreciation	Post Meeting
<ul style="list-style-type: none"> ♦ Disseminate minutes 		Send copies to Dean, board members, WFD, VPI, faculty	Post Meeting
<ul style="list-style-type: none"> ♦ Send the following documents to Workforce Development Office: <ul style="list-style-type: none"> ○ Minutes ○ Agenda ○ Sign-in Sheet ○ Updated AB members List 			Post Meeting
<ul style="list-style-type: none"> ♦ Schedule "Debrief" Meeting Date with WFD <i>(2-weeks after AB Meeting)</i> 			Post Meeting

ADDITIONAL NOTES

1. For new Advisory Board Members, have the Dean send a letter of appointment to the appointed designee to formalize appointment.
2. Minutes should include the following information:
 - Date and Place of meeting
 - Time the meeting was called to order
 - Name and affiliations of board members attending
 - Names and affiliations of guests attending
 - Summary of reports, discussion, and action
 - Date and place of next meeting
 - Time the meeting adjourned
3. Meeting Follow-up: Advisory Board Chair, Program Lead, and Department Chair within two weeks:
 - a. To approve final draft of the minutes
 - b. Strategize on how to address any recommendations made by the board
 - c. Distribute final draft to board members, VPI, Dean and Workforce Development Office
4. Board Recognition: Provide board members with a Certificate of Appreciation at the end of every year of service.

Advisory Board Agenda Outline

1. Welcome and introductions
2. Review and approval of prior meeting's minutes
3. Employment Trends/Labor Market Trends (Employer & Industry should lead discussion)
4. Review of current program
 - a. New developments, student learning outcomes (course and program)
 - b. Enrollment trends, program review outcomes, Core Indicator Reports
 - c. Projected course offerings
 - d. Course and program modifications
5. Curriculum Changes
 - a. Additions
 - b. Changes to titles and descriptions
 - c. Deletions
6. Equipment Requirements
7. Discussion/Other