

Advisory Board Meeting Organizer

Advisory Board (Name)

(Semester/Year)

(Meeting Date)

(Location)

Item	Responsible Person	Notes	Timeline/Status
<ul style="list-style-type: none"> Establish Date and Time Location/Site 	Faculty Lead & Board Chair	-Date of next meeting should be decided at the end of current Advisory Board Meeting before adjourning.	Pre-Meeting i.e. completed
<ul style="list-style-type: none"> Provide list of Board Members (<i>Beginning of September</i>) New prospective members & guest (<i>update list with WFD Office on-going</i>) 	Faculty Lead	-Send most current AB Members List to WFDO Community Partnership Liaison *Required	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</i>) 	Faculty Lead	-Send a month prior for best attendance to All AB Members, WFDO (Manager, Community Partnership Liaison, Program Coordinator and Dean)	Pre-Meeting
<ul style="list-style-type: none"> Plan agenda Request items from Advisory Board (<i>1-month prior to meeting</i>) 	Faculty Lead & Board Chair		Pre-Meeting
<ul style="list-style-type: none"> Finalize agenda w/ attachments 	Faculty Lead & Board Chair		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>) 	Faculty Lead WFDO can assist with: <ul style="list-style-type: none"> Parking Permits Room Reservations Table tents w/names 		Pre-Meeting
<ul style="list-style-type: none"> Secure funds for food (<i>Inquire from Department or Division</i>) Order food (<i>once funding is confirmed *minimum 2-weeks prior</i>) 	Faculty Lead contact department admin for process. Faculty lead	-Send Dept. Admin invite w/ agenda before meeting *required -Contact Chef Brian McGlynn in Culinary or George in Cafeteria for order -Send sign-in sheet after meeting *Required - Dept. Admin pays invoice from dept. budget	Pre-Meeting Post-Meeting
<ul style="list-style-type: none"> Prepare sign-in sheets Copies of agenda & handouts Previous Advisory Board minutes 	Faculty Lead	-To bring items to meeting for dis	Pre-Meeting
<ul style="list-style-type: none"> Calendar Next AB Meeting (<i>Required at meeting</i>) 	Advisory Board Members		@ Meeting
<ul style="list-style-type: none"> Complete and Disseminate minutes Provide a letter of appreciation to members 	Faculty Lead, Board Chair, Dept. Chair & Dean *Dean	-Send to WFDO within two weeks with additional required items prior to debrief meeting - Dean provides letter of appreciation to be sent to advisory board members.	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 Send all documents within 2-weeks and prior to Debrief Meeting 	Faculty Lead	-Send copies to Dean, WFD, VPI, faculty *Required	Post Meeting
<ul style="list-style-type: none"> "Debrief" Meeting with WFD (<i>2-weeks after AB Meeting</i>) 	Faculty Lead and Board Chair	-To review meeting minutes - Strategize on how to address any recommendations made by the board -Discuss WBL and employer/high school outreach opportunities	Post Meeting

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
2. Curriculum Changes
 - a. Additions
 - b. Changes to titles and descriptions
 - c. Deletions
3. Equipment Requirements
4. Discussion/Other

ADDITIONAL NOTES

1. For new Advisory Board Members, have the division 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. Debrief Meeting Follow-up: Advisory Board Chair, Faculty Lead, Department Chair and Dean within two weeks:
 - a. To approve final draft of the minutes
 - b. Strategize on how to address any recommendations made by the board
 - c. Discuss Work Based Learning and employer/high school outreach opportunities
4. Board Recognition: Provide board members with a Certificate of Appreciation at the end of every year of service. (Optional but a suggested Best Practice).