

ADVISORY BOARD AGENDA PLANNING WORKSHEET

CE Program: _____ Semester and Year: _____			
Category	Objectives	Subcommittee Needed	Subcommittee Chair:
1. Industry Trends/Labor Market Trends (A) Opportunities: (B) Challenges:	1. 2. 3. 4.		
2. Review of existing program/curriculum	1. 2. 3. 4.		
3. New emergent programs/curriculum	1. 2. 3. 4.		
4. Industry Partnerships for Career Exploration and Work-Based Learning opportunities	1. Developing work-based learning and internships opportunities 2. Career Events: Career Expo, Internship Fair 3. Classroom visits and guest speakers 4. Site Visits / Field Trips		

5. Program Growth	<ol style="list-style-type: none"> 1. Grant funding opportunities 2. Marketing (Career Focus, Career Education Brochures, High School Outreach) 3. Equipment 4. Program and District cross-collaboration projects 		
6. Staff & Professional Development	<ol style="list-style-type: none"> 1. Trainings 2. Workshops 3. 4. 		
7. Miscellaneous	<ol style="list-style-type: none"> 1. 2. 3. 4. 		