



## ADVISORY COMMITTEE MEETING MINUTES

Course: \_\_\_\_\_ Date: \_\_\_\_\_

ROP Teacher(s): \_\_\_\_\_

**Purpose of meeting:** The main functions of the Advisory Committee are to provide up-to-date information on current trends in business and industry and make recommendations for improving the ROP program. To meet *Department of Education requirements*, it is essential for the advisory committee to discuss the curriculum and labor market/job opportunities in this field.

**List names and contact information for business advisors on attached sheet.**

### Curriculum Review:

Review the curriculum and make recommendations for updating.

Are the entry-level job titles appropriate? \_\_\_\_\_

Is the course description relevant? \_\_\_\_\_

Is the course outline realistic and up-to-date? \_\_\_\_\_

Are the books, instructional materials, and equipment up-to-date? \_\_\_\_\_

Discussion and recommendations \_\_\_\_\_

\_\_\_\_\_

Does the committee approve the curriculum? \_\_\_\_\_ YES \_\_\_\_\_ NO

### Labor Market Information:

What is the demand for employees in this field?

\_\_\_\_\_

What are the local job opportunities for ROP graduates?

\_\_\_\_\_

Discuss current and future trends in this industry. \_\_\_\_\_

\_\_\_\_\_

Are there work-based learning opportunities (internships, guest speakers, field trips, etc.)?

\_\_\_\_\_

\_\_\_\_\_

### Other Discussion:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## ADVISORS

<b>Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Name</b>	
<b>Title</b>	
<b>Company</b>	
<b>Phone</b>	
<b>Email</b>	