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| Meeting Date: |  |  | Location: |  |

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| CEPD: |  |  | School District: |  |
| Region: |  |  | School Year: |  |
| Program Name: |  |  |  |  |
| CIP Number: |  |  |  |  |
| Program PSN: |  |  |  |  |

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| **Advisory Member Attendees:** | | | | |
| **Name** |  | **Position/Title** |  | **Company** |
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Introductions

[Role of Advisory Members, Select a Chairperson for the Committee)

[Conclusion]

[Action Items, Responsible Party, Deadline]

Program Updates

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Curriculum Offered, Courses Offered, and Segments Covered

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Facilities & Maintenance of Program – Information from tour of facilities and equipment being used in the program

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

CTSO/Student Leadership Development

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Work-Based Learning (Including EMC when appropriate)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Program Data – Participants, Concentrators, Completers, Technical Skills, Non-Traditional Students

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Industry Certifications and Assessments (When Applicable)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Early Middle College Course of Study for Students and Planned Student Supports (For EMC Programs Only)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Early Middle College Certificate or Degree Earned (For EMC Programs Only)

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Educational Materials – Software, Textbooks, and Other Items

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Other

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]

Next Meeting Date

[Discussion Notes]

[Conclusion]

[Action Items, Responsible Party, Deadline]