



Sample Agendas for Industry Advisory Committee Meetings

A strong advisory committee is the backbone of a successful program. Whether the meetings are held in person or virtually, having a thorough agenda is important for maximizing participation of your industry partners and meeting all ASE accreditation requirements. Draft agendas are provided below to help achieve these goals. For more ways to make your advisory committee meetings more impactful, view our “Power in Partnerships” video at <https://www.youtube.com/watch?v=waXBCIW6AQQ>.

Draft Agenda – First (Fall) Meeting

Welcome - Campus Administration

Introductions – All

Review & approve minutes – Committee

Discuss Employer Needs - Committee

- Skills Required
- Recommended Credentials/Certifications
- Barriers to Employment/Screening

Review ASE Task list – Committee Chair

- Recommendations for Additional Tasks/Skills

Budget – Administration

Employment Potential/Staffing Needs – All

- Internships/Work Based Learning

Facility Inspection/Evaluation - Committee

- Committee Concerns and Recommendations

Open Discussion - All

Set Date for Next Meeting

Draft Agenda – Second (Spring) Meeting

Welcome - Campus Administration

Introductions – All

Review & approve minutes – Committee

Review Curriculum - Instructor

- Highlight where Employer Needs are Covered
- Show where Additional Tasks identified in Fall meeting are Covered

Update on Facility Concerns and Recommendations – Administration & Instructor

Summarize Student Surveys - Administration & Instructor

Summarize Graduate Surveys – Administration & Instructor

Update on Potential Internships/Work Based Learning – All

Budget Update & Purchases – Administration

Open Discussion - All

Set Date for Next Meeting