



## Advisory Committee Meeting Minutes Helpful Hints

To have a record of meetings, it is important to take minutes of the meeting. Many automotive instructors are unsure what should be included in the minutes and how much detail is required for future reference. Keep in mind the minutes are a formal record of the meeting and should provide enough information so that anyone could review them and have a good understanding of the issues, the discussion, and the actions taken. It's helpful to have an agenda for your meeting to move the meeting along smoothly.

At a minimum, the following information should be included in the Advisory Committee meeting minutes:

Date, location, and time

1. List of members who attend and members who are absent
2. Old Business – review and approval of minutes from the last meeting
3. Discuss agenda items – summarize the discussion of each of the topics. If there was a motion for action, record who made and who seconded the motion as well as the results of the vote.
4. New Business (if any)
5. Set a date for the next meeting
6. Note the time of adjournment

Please remember that Standard 6 in the ASE Education Foundation **Program Standards** require that Advisory Committees review and provide input on specific items. Make sure that your minutes reflect a review of each of the topics outlined in standard 6. All these items may not be reviewed during the same meeting and can be split between the two meetings required each year, but they must be reviewed and recorded.

Meeting minutes may be recorded by anyone at the meeting, but the person responsible for conducting the meeting should not be responsible for recording the minutes. Designate someone to record the minutes (Advisory Committee Chairperson, department coordinator, instructor, etc.). After the meeting, the minutes should be typed and retained either electronically in the standard 6 accreditation documentation folder, or a hard copy should be printed and placed in the standard 6 accreditation documentation file. Copies of these minutes should also be stored in a computer file that can be accessed by the instructor(s) and administrator(s) and all other staff involved with the program.

If you have not been keeping meeting minutes with this much detail, begin to do so at your next meeting. When a program has an on-site evaluation for accreditation or renewal of accreditation, the evaluation team will review the minutes from prior Advisory Committee meetings. Lastly, be aware the ASE Education Foundation requires a copy of the minutes from the last two meetings be submitted with the mid-point compliance review.



## Additional Helpful Hints About Advisory Committees

- Do select enough members to give an adequate base for opinions yet limit the number so that members can comfortably and freely discuss business. Normally, between five and fifteen members produce the most effective committee.
- Do select members who have no political motivation for committee service and who have no 'pet project' they want to promote over the welfare of the overall program.
- Do set a time limit for terms on the advisory committee. Stagger the times that members rotate off the advisory committee. Having new members adds fresh ideas and perspective; members in the second or third year of their term add the benefit of experience.
- Do select members who represent both workers and supervisors to get gain accurate perspectives of the community's employment needs.
- Do keep the advisory committee active. Continually solicit and consider its advice.