

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

Employer Advisory Committee Minutes

Date: \_\_\_\_\_ Course(s): \_\_\_\_\_

Industry Members Present:

Education Staff/Other(s) Present:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of industry members > Education Staff/Others required

1. Introduction of Members and Guests

2. Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_

3. Approval/Review of Minutes from last Employee Advisory Committee meeting

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Carried: \_\_\_\_\_

4. Review of Course Sequence

\_\_\_\_\_  
\_\_\_\_\_

5. Review of:

- Related Labor Market to confirm high wage/significant wage increases opportunities \_\_\_\_\_  
\_\_\_\_\_
- Each Course Outline in pathway \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Hours of Instruction \_\_\_\_\_

- Methodology \_\_\_\_\_
  - Alignment with California Career Technical Education Model Curriculum Standards (optional) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. Review of relevant data

- Enrollment \_\_\_\_\_
- Number of completers and graduates \_\_\_\_\_
- Other \_\_\_\_\_

7. Review industry certifications (if appropriate) \_\_\_\_\_

New Certification require: Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Carried \_\_\_\_\_

8. Discuss/Review the development of required skills for certificates of competency

\_\_\_\_\_

\_\_\_\_\_

9. Review of Textbooks and Instructional Materials \_\_\_\_\_

New Material(s) require: Motion \_\_\_\_\_  
Second \_\_\_\_\_  
Approved \_\_\_\_\_

10. Review of Equipment Needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Motion to support curriculum for the pathway. \_\_\_\_\_

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Carried: \_\_\_\_\_

12. Discuss the need for training in area/duplication of effort. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Annual review of students who met established skill certificate criteria and confirm that they possess the skills needed for employment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Review assessment procedures \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Discuss internship/employment opportunities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Discuss postsecondary scholarship creation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Other Business (open discussion)/Suggestions & Recommendations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Set Date and Time for Next Meeting \_\_\_\_\_

19. Adjournment.      Motion to adjourn: \_\_\_\_\_

Second: \_\_\_\_\_

Carried: \_\_\_\_\_