**CTE Program Advisory Committee Meeting**

*District*

*Building/School Name*

*Program*

*CIP Code & PSN(s)*

***Date, Time, Location***

**MEETING MINUTES**

Chairperson:

Note Taker:

Timekeeper:

Attendees with Affiliations:

**Note:** These topics might be spread over 2 meetings.

1. **Introductions** (Role of Advisory Members, Select a Chairperson for the Committee)

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Approval of Minutes of Previous Meeting**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Review Old Business**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Program Updates**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Curriculum Offered, Courses Offered, and Segments Covered**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Facilities and Maintenance of Program - Information from tour of facilities and equipment being used in the program**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **CTSO / Student Leadership Development**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Work Based Learning (Including EMC when appropriate)**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Program Data – Participants, Concentrators, Completers, Tech. Skills, Non-Traditional Students**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Industry Certifications and Assessments (When Applicable)**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Early Middle College Course of Study for Students and Planned Student Supports (For EMC Programs Only)**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Early Middle College Certificate or Degree Earned (For EMC Programs Only)**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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1. **Educational Materials - Software, Textbooks, and Other Items**

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| Discussion |  |
| Conclusion |  |
| Action Items | Responsible Party | Deadline |
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