

**Advisory Committee Sample Protocol and Agenda**

1. Ask individuals in a variety of occupations within your field of study to be a part of your advisory committee. Ask them at least 2-3 months before your first advisory committee meeting (perhaps the spring before a fall meeting). Include 4-year institution partners, high school partners, industry personnel in a variety of areas, and even some individuals from across campus that are an integral part of your program. It is good practice to have many people on your advisory committee list as several may not be able to attend the date and time of your official meetings.
2. Send save the date invitations to advisory committee members a month to 6-weeks ahead of time and send a calendar invite.
3. **Send a calendar invite** (If you haven’t already) and reminders to committee members: 2 weeks before the meeting, 1 week before the meeting, and the day before the meeting with an agenda attached.
4. Ask someone ahead of time to take minutes of your meeting.
5. After the meeting send meeting minutes out to all committee members even those who were unable to attend within a week of the meeting. Submit minutes to (H drive-Instruction Central-Advisory Committees-appropriate folder based on year)

How to conduct an advisory committee meeting (sample agenda):

**Blue Ridge Community College**

**Agenda**

**[Date]**

**[Location]**

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| **Beginning/Ending Time** | **Activity** |
| **10 minutes.** | **Welcome and introductions**  (Welcome everyone thanking them for being here and, assuming your advisory committee members haven't met, introduce yourself and all the committee members, giving a brief outline of their expertise. Or, you can have each member introduce themselves and tell a little bit about their connection to the college and your program.) |
| **5 minutes.** | **Why an advisory committee?**  (Make a brief statement on how you see the advisory committee operating and the contributions you hope it can make to your program. Include details such as how often the committee will meet.)  **Questions**  (Include a time for questions If there are any. If there aren't, ask your committee members how they see the advisory committee operating and how they hope to contribute.) |
| **10 minutes.**  **20 minutes.** | **Introduce or Review your Program**  (Include a quick review of your program: program degrees, diplomas, and certificates, and CCP pathways; assessment story, highlights or success stories of students; update on newest changes in the program, enrollment trends, etc.)  **Questions to ask**   1. What are your needs or needs you see in the community that this Blue Ridge program could support? 2. What are future trends in this field/profession? 3. Ask about the knowledge and skills of graduates - is there anything needed or missing that we could embed into current coursework? (Ask about new programs that might be needed or new courses if current coursework does not support needs.) 4. Are there any industry credentials that can be embedded or added to the curriculum? 5. Can any of the courses or the program as a whole be accelerated? Do you as an employer need to hire employees faster than we can graduate them? What are your ideas for accelerating this program if appropriate? 6. Is there anything that we teach (topics or courses) that need to change, be updated, or be removed from the program? 7. If removing/closing the program in curriculum, can courses or the program be moved to continuing education/workforce development (this might be an internal discussion among the faculty, chair, dean and VP). 8. Minimal Technical Standards- share these and ask for review and feedback; (make edits according to feedback and include in follow up to board) |
|  | **Discussion topic:** [Insert your question/problem statement. Introduce a topic of conversation, if you have already researched an area of need, or courses to add or delete from the program, etc.] |
| **5 minutes.** | **Presentation of the discussion topic**  (Provide an outline of the history of the topic and how it's presently affecting the program; refrain from giving your views/solutions at this point.) |
| **10 minutes.** | **Discussion**  (You want to keep the ideas flowing, so don't reject or dismiss ideas at this point. But do contribute your ideas and views too.) |
| **10 minutes.** | **Proposals/resolutions**  (Evaluate the ideas the group has shared and choose the best solutions.) |
| **10 minutes.** | **Summary**  (Summarize the topic, the discussion, and the results for the group and tell them what you plan to do.) |
| **10 minutes.** | **Updates from advisory committee on their agency or company**  (Allow committee members to share any updates from their agency or company that might be of interest to others in the room and/ or to your program and students. This could also take place at the beginning during introductions, if you would like to do it then.)  **Adjournment** |

**[Date of next meeting]**

## Keep the Meetings Short

You should never schedule a committee meeting to run longer than 1 ½ hours, which is long enough for most people to give their undivided attention to the task at hand.

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## Meeting Minutes

Send meeting minutes out to all committee members even those who were unable to attend within a week of the meeting. Submit minutes to (H drive-Instruction Central-Advisory Committees-appropriate folder based on year)

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## Review the Previous Topic of Discussion

In future meetings, start with a review of what you've done about the topic that was discussed at the last meeting, and invite your advisory committee members' comments about your program's actions.