



## Program Advisory Committee Agenda

Program Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Call to order: \_\_\_\_\_

1. Round Table introductions
2. Approval of Agenda
3. Approval of minutes from previous meeting
4. Business Arising
5. Update from Faculty:
  - a. Curriculum
  - b. Marketing & recruitment
  - c. Resources, facilities & equipment including fieldwork, placement, etc.
  - d. Results of provincial or college evaluation instruments
  - e. Program of study including course descriptions (distributed once annually for review)

Program Specific Topics:

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6. Student Representatives Update
  - Students report on highlights of their year
7. Industry Update: round table discussion of changes in the industry – employment trends, new technology or processes, etc.
  - The potential development of new courses or programs
  - The feasibility of the development of other program related projects, activities, etc.
  - Annual review of curriculum in regard to meeting current industry requirements.
8. Dean's Remarks
9. New Business
10. Next Meeting: \_\_\_\_\_