**SAMPLE AGENDA**

**(Send on School Letterhead)**

**Career and Technical Education (CTE) Program Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisory Committee Agenda**

**\_\_\_\_\_\_\_\_\_\_ High School**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3:00pm Welcome ................................................................................................ Principal/Teacher

Introductions ......................................................................................... Self-Introductions

Establishment of a Quorum

Approval of the Minutes of the Previous Meeting

Treasurer’s Reports

Unfinished Business

New Business

3:15 p.m. Role and Function of the CTE Advisory Committee ............................................. Teacher

Description of Program .......................................................................................... Teacher

Philosophy and Goals of CTE................................................................................ Teacher

Business/Industry Certification (BIC) Standards................................................... Teacher

3:45 p.m. Identify Needs and Set Priorities .......................................................... Teacher/Members

 Does CTE course/program content reflect the standards?

 What changes are occurring in the CTE program/industry?

 How can the CTE program reflect new industry technologies and trends?

4:00p.m. Discuss Program of Work

4:30 p.m. Summarize Discussion ........................................................................................... Teacher

4:40 p.m. Select Chairpersons ................................................................................................ Teacher

Priorities for Next Meeting ................................................................... ..........Chairperson

Next Meeting Date, Time, and Place .............................................................. Chairperson

Thanks and Appreciation ....................................................................................... Teacher

5p.m. Adjournment