



ASE Accredited Program Recommended Advisory Committee Meeting Agendas

Recommended agenda for your 1st advisory committee meeting. Additional agenda items can be added as required for your advisory committee and program. The standards that align with that agenda item are identified along with an explanation of the agenda item and its importance. Standards highlighted in a color require that a copy of the meeting minutes be placed in that standard folder (electronic or paper) with that portion of the meeting minutes highlighted. Highlighting in the identified color (or whatever color you choose) makes it easy to identify all required agenda items.

Agenda Item	Accreditation Standards Met	Explanation
Introductions – All	6.1A	Confirm there are at least 5 industry members present. Educators, administrators, and other school personnel are important to the meeting but don't count as industry members.
Review & Approve Minutes – Committee		
Discuss Employer Needs – Committee - Skills Required	6.5A 7.7A 7.8A	The flexibility of the task list (P-1, 2, & 3 or HP-I, HP-G) exists for advisory committee/industry recommendations and to manage expectations between schools and employers. Don't overlook the discussion of employability skills, work habits and ethics.
- Recommended Credentials/ Certifications	7.10D	It is important to ensure that the credentials/certifications you prepare your students for provide value to employers.
- Barriers to Employment/Screening	5.2A	Understanding the local employer requirements to secure employment will assist with student preparation and placement.
Review ASE Task List – Committee Chair - Recommendations for Additional Tasks/Skills	7.4A 6.5A 8.2A, B and C 8.6A	Either initial or re-accreditation should include a review of the task list with the committee. This review allows the committee to add or delete tasks from the list. Any task removed by the committee removes the need for any special tool needed to teach that task or tasks.
Budget – Administration	2.1C and E 4.1A and B 6.3A and B 8.2A and B 8.6A 8.8A	Review of the budget ensures the program has the resources needed to achieve the selected level of accreditation and that those resources are in-line with advisory committee expectations. The budget is validated with involvement of the administration and instructors prior to presenting it to the advisory committee who may make recommendations on potential budget allocation and spending. The annual review of tools and equipment, facilities and/or adding new tasks/skills helps determine program needs and potential budget. The spending of Perkins funds requires local industry advisement or recommendations.

Employment Potential/Staffing Needs – All	1.1A	Surveying employers during the meeting to determine their need for entry-level techs provides programs and administrators with an increased understanding of your local workforce needs and showcases the value of your program.
Internships/Work Based Learning	11.A	Work-Based learning should be discussed with the committee and opportunities for work-based learning extended to students and employers regardless of whether Standard 11 is used to meet accreditation hours or as an integral component of instruction.
Facility Inspection/Evaluation – Committee - Committee Concerns and Recommendations	6.6A and B	This activity ensures that the committee can review the tools and equipment that you have and don't have. The committee determines whether tools and equipment are properly maintained and up-to-date, facility is environmentally safe, and identifies and documents maintenance requests that have not been addressed. All concerns, maintenance issues, equipment condition and possible safety concerns should be notated in the meeting minutes and determine who is responsible for addressing these observations.
Open Discussion – All		
Set Date for Next Meeting		

Unannotated Version

ASE Accredited Program Advisory Committee Agenda – Meeting #1	
Introductions – All	
Review & Approve Minutes – Committee	
Discuss Employer Needs – Committee - Skills Required - Recommended Credentials/ Certifications - Barriers to Employment/Screening	
Review ASE Task List – Committee Chair - Recommendations for Additional Tasks/Skills	
Budget – Administration	
Employment Potential/Staffing Needs – All	
Internships/Work Based Learning	
Facility Inspection/Evaluation – Committee - Committee Concerns and Recommendations	
Open Discussion – All	
Set Date for Next Meeting	

Recommended agenda for your 2nd advisory committee meeting. Additional agenda items can be added as required for your advisory committee and program. The standards that align with that agenda item are identified along with an explanation of the agenda item and its importance. Standards highlighted in a color require that a copy of the meeting minutes be placed in that standard folder (electronic or paper) with that portion of the meeting minutes highlighted. Highlighting in the identified color (or whatever color you choose) makes it easy to identify all required agenda items.

Agenda Item	Accreditation Standards Met	Explanation
Welcome – Campus Administration		
Introductions – All	6.1A	Confirm there are at least 5 industry members present. Educators, administrators, and other school personnel are important to the meeting but do not count as industry members.
Review & Approve Minutes – Committee		
Review Curriculum – Instructor	7.4A 6.5A 8.2A, B and C 8.6A	<p>In the first meeting you reviewed the “Skills needed and task list” with the committee and identified additional tasks to be added to the curriculum. For tasks that ARE NOT on the ASE task list, identify the status of each TASK:</p> <ul style="list-style-type: none"> - Course in which task is currently taught; - If the task is not taught, identify course where the task can be added; or - Reason why the task cannot be taught and why <p>Summarize those tasks/skills that the committee suggested, where and how they are taught. Include the resources you have for student hands-on activities.</p> <p>In the first meeting you reviewed the “Skills needed and task list” with the committee and identified additional tasks to be added to the curriculum. For skills that ARE NOT on the ASE task list, summarize each SKILL on that list as:</p> <ul style="list-style-type: none"> - Currently being taught in the program and where; - Can be added and the course in which it will be taught. <p>Identify any additional purchases that may be required to teach that skill.</p> <ul style="list-style-type: none"> - Cannot be added. Explain why that is not possible. <p>Include policy concerns, costs, or time available.</p>
Update on Facility Concerns and Recommendations – Administration & Instructor	6.6A and B	The administration and instructor should provide the committee with an update on all facility concerns notated in the previous or past meetings. Any items not addressed or completed need to be noted in the minutes and continued to address until the completed.
Summarize Student Surveys – Administration & Instructor	7.11A 6.2A	Any annual survey of current students should be summarized and discussed with the committee. This may result in additional discussion and possibly recommendations and purchases. Graduate feedback is required for program improvement and to ensure it is meeting the needs of those completers and their employers.

Summarize Graduate Surveys – Administration & Instructor	5.3B, C & E 6.4A	Any annual survey of graduates/completers (after they leave the program) should be summarized and discussed with the committee. Graduate feedback ensures that the program is meeting the needs of those completers and their employers. This may result in additional discussion and possibly recommendations and purchases.
Update on Potential Internships/Work Based Learning – All	11.A or as an integral component of instruction	Multiple items can be covered here such as, mock interviews, student placement for summer, feedback of students currently in work-based learning, any changes in task/skills the students should be experiencing in the workplace, mentor feedback and any additional recommendations or changes to the current work-based learning objectives.
Budget Update & Purchases – Administration & Instructor	6.3A and B 6.6A 7.4A 8.2A and B 8.6A 8.8A	<ul style="list-style-type: none"> - Update the committee on purchases and discuss facility improvements or purchases for next year. - If the number of students enrolling, continuing and/or entering the program increases (review Standard 7.3A), the purchase of additional hand tools and other tools may be required to accommodate this increase (standard 8.2A and B and 8.8A) - Student & Graduate survey results (Standard 6.2A and 6.4A) and committee recommendations may have an impact on accruing resources. - In the reaccreditation process, the review and implementation of the revised task list may require additional purchases to teach those new tasks.
Open Discussion – All		
Set Date for Next Meeting		

Unannotated Version

Agenda Item
Welcome – Campus Administration
Introductions – All
Review & Approve Minutes – Committee
Review Curriculum – Instructor <ul style="list-style-type: none"> - Highlight where Employer Needs are covered - Show where Additional Tasks identified in the Fall meeting are covered
Update on Facility Concerns and Recommendations – Administration & Instructor
Summarize Student Surveys – Administration & Instructor
Summarize Graduate Surveys – Administration & Instructor
Update on Potential Internships/Work Based Learning – All
Budget Update & Purchases – Administration & Instructor
Open Discussion – All
Set Date for Next Meeting