

LOS MEDANOS  
COLLEGE

**CTE Committee Meeting MINUTES**

**Tuesday, February 9, 2021 at 1:00 – 2:00pm via Zoom**

Zoom Information- <https://4cd.zoom.us/j/97596075013?pwd=L0hVMmlJMDhKdjUWTZRZWfKR0JwQT09>

Meeting ID: 975 9607 5013

Passcode: 202020

Phone Number: 1 669-900-6833

Item Number	Agenda Time	Item Time	Topic/Activity	Lead	Information/Discussion/Action
1	1:00pm	10'	<p>Welcome Back &amp; Announcements</p> <ul style="list-style-type: none"> <li>• Introduction of New Faculty</li> <li>• Introduction of Program Leads:               <ul style="list-style-type: none"> <li>- Brooke Candrian</li> <li>- Toby Gloekler</li> <li>- Richard Pasley</li> </ul> </li> </ul>	<p>Nikki Moultrie &amp; Bill Bankhead</p>	<p><b>Information</b></p> <p>N. Moultrie opened the meeting. B. Bankhead made an announcement that he is looking for co-chair faculty member.</p> <p>Introduced noncredit programs:</p> <ul style="list-style-type: none"> <li>- Apprenticeship Pre-Construction</li> <li>- UAS Drones</li> <li>- FLOW (Forklift Logistics &amp; Operations Warehouse)</li> </ul> <p>We have hired the lead faculty to begin classes in Fall 2021.</p> <p><b>FLOW-</b> <i>Richard Pasley:</i> He worked at a box container plant for 15 years and operated warehouse forklifts. He began teaching and training, and managed warehouse operations logistics. He also developed training programs and training for OSHA training operators. He is a master trainer through Hertz (train the trainer). He</p>

					<p>also worked as a substitute teacher for Antioch school district- no work due to pandemic.</p> <p><b>Apprenticeship Pre-Construction-</b>  <i>Brooke Candrian:</i> She is from North Carolina. She went to architecture school and became residential carpenter and roofer. Graduate school- Masters in Architecture from Cal. She worked as a general contractors for Turner Construction. Project Manager with Tesla.</p> <p><b>UAS Drones-</b>  <i>Toby Gloekler:</i> unable to join today. This program is working closely with Byron airport. Federal test site.</p> <p>Other departments have new faculty??  M. Kean- hired Jeff Schultz for ETEC.</p>
2	1:10pm	10'	Advisory Committee Meetings	<p>Nikki Moultrie &amp; Melina Rodriguez</p> <p><b>Information/Discussion</b></p> <p>N. Moultrie reminded that group that all CTE are required to hold 1 advisory committee meeting per semester, (2 per year per the UF contract). We will be embarking on Program Review, cycle 5 is next fall; CTE programs are to have 2 year reviews per the ED code 78016. There will be specific questions regarding advisory meetings to ensure that students are getting the most updated curriculum.</p> <p>M. Rodriguez from WED can help. Please reach out to her. She is available to assist with scheduling meetings, agenda templates, etc. All the templates are housed in the L Drive.</p> <p>How to access:  VPN- LMC-Workforce Development-Public folder-Advisory Committees-Template and Toolkit.</p>	

					<p>E. Sanchez asked if this could this be added to SharePoint because not all have VPN access? M. Rodriguez will add to SharePoint.</p> <p>E. Jones asked if the templates are fillable PDFs. The forms are also editable through Adobe Acrobat. However, M. Rodriguez can provide the Word document if needed.</p> <p>B. Bankhead reminded the group that running the meeting and hosting advisory committees are the responsibility of the department lead/chair. He also stated that when you complete the advisory meeting, please send all documents (roster and agenda) to M. Rodriguez for audit purposes.</p>
3	1:20pm	20'	Perkins Updates	Bill Bankhead	<p><b>Information/Discussion</b> Perkins is federal money that is allocated to LMC from the state to support CTE programs. Then we allocate funds to different programs. Please spend funds as early as possible so students can benefit.</p> <p>B. Bankhead updated the group on recent spending- all programs are at least halfway spent. Please let B. Bankhead know if your spending plans have changed- to allocate and budget transfer accordingly.</p> <p>Please submit quotes and purchase orders/encumber by March 5.</p> <p>The Perkins survey is the determining factor of how much funds we receive is. This is sent to all students who are enrolled in a CTE class. Survey numbers are phenomenal- we have shifted to an online format through Canvas shells.</p>

				<p>Spring 2021- 37% response rate. The results are not publicly posted but B. Bankhead can share them with the group.</p> <p>C. McGrath asked how would students access help for economically disadvantaged and low income? B. Bankhead answered that they can receive help through the CA job centers, Pittsburg Adult, Liberty Adult. C. Fonseca responded as well. She mentioned the approval process that students have to go through and LMC has to sign off. These students can be referred to C. Fonseca or Admissions &amp; Records. If students work with C. Fonseca, she can help with the internal departments as oppose to the student doing all the run around work.</p> <p>C. Santana asked in the chat- "@CatherineFonseca, does WIOA cover CTE Associate Degrees? Do all of the programs present in this meeting qualify?" C. Fonseca answered that WIOA covers only skills certificates, certificate of achievement, and noncredit.</p> <p>C. Santana added in the chat- "WIOA is critical for Construction Pre-Apprenticeship, Forklift Technology and Drone Technology because they are currently noncredit and those students would not qualify for financial aid support to help pay for safety gear, tools, etc."</p> <p>E. Jones asked if students can use this with a BOGG waiver. C. Fonseca responded that if WIOA approves them, WIOA pays as much as they can and the remaining amount can be paid with financial aid.</p>
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				<p>B. Bankhead urged the group to please start thinking about a wish list for next Perkins allocation funding.</p> <p>M. Kean asked in the chat- “Bill - do we have to have any backup documentation for Perkins, aka are there any meetings we have to have soon to produce backup documentation?” B. Bankhead will get back to M. Kean on documentation because the application is currently being revised.</p> <p>K. Wentworth asked in the chat- “Bill, Is this going to affect the library Perkins allocation?” B. Bankhead answered by saying that we are looking at Across TOP codes and look for opportunities on how the Library purchases are helpful.</p> <p>B. Bankhead shared his screen showing the Core Indicator information.</p> <p>Core Indicator Reports- helpful 1 Technical Skill Attainment 2 Completions 3 Persistence &amp; Transfer 4 Employment 5a Nontraditional participation 5b Nontraditional completion</p> <p>Each department will receive their own departmental Core indicator report.</p> <p>E. Sanchez asked in the chat- “Do you know how I can find out which gender is ‘traditional’ for our programs?” B. Bankhead will email this information with the core indicator reports to departments.</p>
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					E. Jones asked about the SWP application. B. Bankhead answered that it is the same as Perkins.
<b>4</b>	1:40pm	15'	Department Enrollments- Recent Wins or Barriers	All	<b>Information/Discussion</b> No response
<b>5</b>	1:55pm	5'	Closing/Next Steps/Questions	Bill Bankhead	<b>Information/Discussion</b> B. Bankhead closed the meeting at 1:52pm.  Next Meeting: Tuesday, March 9 at 1pm

# Contra Costa Community College District: Workforce and Economic Development SP2021 LMC CE Perkins Survey

## 1 - 1. At which college are you enrolled? (Select One)

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Contra Costa College	(1)	53	3.22%		2.90
Diablo Valley College	(2)	57	3.47%		
Los Medanos College	(3)	1534	93.31%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	2.90	0.39			

## 2 - 2. Are you a single parent with custody of a minor child or children? Per Department of Education, Federal Register, Vol. 57, No. 158, August 14, 1992, Rules and Regulations, Page 36729, a single parent is an individual who: (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant.

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	161	9.79%		1.90
No	(2)	1483	90.21%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	1.90	0.30			

## 3 - 3. Are you a displaced homemaker, meaning, are you working without pay at home, taking care of your family? Per Department of Education, Federal Register, Vol. 57, No. 158, August 14, 1992, Rules and Regulations, Page 3627, a displaced homemaker is an individual who: a) is an adult; b) has worked as an adult primarily without remuneration to care for home and family, and for that reason has diminished marketable skills; and (i) has been dependent on public assistance or on the income of a relative but is no longer supported by that income; (ii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601), Aid to Families with Dependent Children, within two years of the parent's application for assistance under VTEA; (iii) is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment as appropriate.

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	165	10.04%		1.90
No	(2)	1479	89.96%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	1.90	0.30			

## 4 - 4. Are you a migrant worker, meaning, have you moved in the last 36 months so that you and/or a family member could work in agriculture, dairy or fishing? The term "migrant" means migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain or to accompany such parents or spouses to obtain temporary or seasonal employment in agricultural or fishing work have done at least one of the following: a) moved from one Local Education Agency (LEA) to another. b) moved from one administrative area to another in a state that is comprised of a single LEA. c) resided in an LEA with an area larger than 15,000 square miles and migrated a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	8	0.49%		2.00
No	(2)	1636	99.51%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	2.00	0.07			

## 5 - 5. TANF/CalWORKS/AFDC recipient?

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	78	4.74%		1.95
No	(2)	1566	95.26%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	1.95	0.21			

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6 - 6. SSI (Supplemental Security Income) recipient?									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes	(1)	42	2.55%			1.97			
No	(2)	1602	97.45%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	1.97	0.16							

7 - 7. GA (General Assistance) recipient?									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes	(1)	28	1.70%			1.98			
No	(2)	1616	98.30%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	1.98	0.13							

8 - 8. College Promise Grant recipient?									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes	(1)	468	28.47%			1.72			
No	(2)	1176	71.53%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	1.72	0.45							

9 - 9. Pell or BOGW recipient?									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes	(1)	487	29.62%			1.70			
No	(2)	1157	70.38%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	1.70	0.46							



10 - 10. Are you receiving any other form of need-based financial assistance that is not listed above? For example: CalFresh/SNAP, MediCal, etc.									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes *	(1)	364	22.14%			1.78			
No	(2)	1280	77.86%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	1.78	0.42							

11 - 11. Are you a Workforce Innovation & Opportunity Act (WIOA) grant recipient?									
Response Option	Weight	Frequency	Percent	Percent Responses		Means			
Yes	(1)	3	0.18%			2.00			
No	(2)	1641	99.82%						
				0	25	50	75	100	Question
Response Rate	Mean	STD							
1644/3769 (43.62%)	2.00	0.04							





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**12 - 12. Are you a U.S. Military Veteran? A Veteran is defined as a person who served in the active U.S. military, naval, or air service, and who was discharged or released under conditions other than dishonorable.**

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	44	2.68%		1.97
No	(2)	1600	97.32%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	1.97	0.16			

**13 - 13. Are you an Eligible Spouse of a Veteran AND a Workforce Innovation & Opportunity Act (WIOA) grant recipient? An Eligible Spouse of a Veteran is the spouse of any of the following individuals: 1) Any veteran who died of a service-connected disability; 2) Any veteran who has a total disability resulting from a service-connected disability; 3) Any veteran who died while a disability so evaluated was in existence; 4) Any member of the Armed Forces serving on active duty who, has been so listed for a total of more than 90 days: missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.**

Response Option	Weight	Frequency	Percent	Percent Responses	Means
Yes	(1)	5	0.30%		2.00
No	(2)	1639	99.70%		
				0 25 50 75 100	Question
Response Rate	Mean	STD			
1644/3769 (43.62%)	2.00	0.06			

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**Program Advisory Committee  
Recommendations and  
Guidelines**

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## **Background on Career Technical Education**

Career Technical Education (CTE) is an organized system of programs that are directly related to preparing, upgrading, or retraining students for careers requiring less education than a baccalaureate degree but more than a high school diploma.

High quality programs foster the development of a well-trained and well-educated workforce. The best programs maintain a culture of continuous improvement, and one component of that culture is operating a Program Advisory Committee.

### **What is a Program Advisory Committee?**

A Program Advisory Committee (PAC) is a group of industry professionals who provide an outside perspective on program structure and curriculum in order to maximize student success outcomes.

The primary purpose of the program advisory committee is to provide recommendations to the college on establishing, operating, and evaluating programs to better serve the needs of students, businesses, and industry, particularly with regard to changes and trends in the equipment, techniques, and standards used in the field. It is a resource and a connection to the workforce for CTE faculty, administrators, and students.

### **Why should my program have an advisory committee?**

**Done well, they improve student success outcomes.**

Today's rapidly changing society requires that educational institutions and the communities they serve work closely together, especially in CTE programs. Excellence in Career Technical Education is everyone's goal, and to achieve that

goal, it is vital that we align our training programs with the needs of our industry partners. Advisory committees bring employers and educators together and provide a format for sharing information and ideas. Employers are an integral part of recommending, designing and updating curriculum and technology to be sure that students learn the most current skills that meet employers' needs.

The goals of a Program Advisory Committee include:

- Improve the alignment between CTE programs, businesses, and industry
- Validate the goals and objectives of the program
- Review, analyze, and provide recommendations for program improvement
- Provide cutting-edge expertise to the program in reviewing curriculum, technology, facilities, equipment, budget, student competencies, and student placement in related occupations
- Facilitate discussion among educators, businesses, and industry in general

**Advisory Committees are also required by several laws and contracts.**

Colleges that operate CTE programs and receive state and federal funding are **REQUIRED** to establish and operate Program Advisory Committees by:

- Title V of the Higher Education Act
- The Carl D. Perkins Career and Technical Education Act (CTEA).
- California Education Code
- The California State Plan for Career Technical Education
- The United Faculty contract with Contra Costa Community College District

## **What does the Committee actually DO?**

Program advisory committees perform a wide variety of functions, but their general role is to provide advice and input on the program. They have no authority to directly change or implement policy or curriculum, nor do they exercise any authority over faculty or staff.

Some categories and specific issues that committees often address are:

**Program Content:**

- Review goals, objectives, topics, and scope of the CTE program
- Review student enrollment and graduation rates
- Advise on local labor market needs and trends
- Review course content and sequencing to align occupational and employability skills with industry needs
- Review and recommend safety policies and procedures
- Review program materials & equipment; recommend changes to meet current industry standards
- Solicit additional funding and donations for materials and equipment, and for awards and scholarships
- Support and promote LMC programs
- Recommend new programs as needed

**Recruiting:**

- Recommend potential instructors and technical resource personnel
- Provide feedback on new student recruiting plans, focusing on addressing equity gaps in the industry
- Help develop incumbent employee training pipelines
- Assist in recruiting new advisory committee members and volunteers

**Job Placement:**

- Provide work experience, internships/externships, apprenticeships, or other work-based learning opportunities for students
- Provide classroom speakers and job-site field trip experiences
- Notify program and Career Center staff of industry-specific résumé and interview norms and entry-level job openings

# **Committee Membership**

## **Selection Criteria**

Committee members should be representative of the industry sector and include:

- Representatives of business and industry, including labor organizations
- Faculty and college administrators
- Students and alumni of the program
- Career guidance and academic counselors
- Representatives of special populations

[Per California Department of Education CTE Office (CA DOE), based on the Perkins Act]

If local K-12, Adult Education, or Community-Based Organizations (CBOs) have related training pathways or articulation agreements with the LMC program, it may be useful to invite them to join the PAC.

“The committee should represent parity (an equal number of representatives) between all groups involved. There should never be more district or school staff than representatives of business/industry/labor.” [CA DOE] Representation on the committee should be diverse in gender and ethnicity to the degree feasible.

## **Selection Process**

The CTE instructor, CTE/school administrator, and current program advisory committee members should identify potential candidates. Potential program advisory committee members must possess knowledge, skills, and experience in the CTE program area they serve.

Once a new member is identified, send a formal invitation letter, such as the sample in the Appendix. [See sample in Appendix]

## **Terms of Service**

Program advisory committee member terms should be established. This promotes a continuous flow of new ideas that help keep the committee's advice current and relevant. The most common structure is a three-year term of service, staggered so that one-third of the membership is replaced each year. Organizing rotating terms offers the following advantages:

- Terms are long enough for members to become thoroughly familiar with the program and the committee's purpose and potential
- Members in the second or third year of their terms have the benefit of experience, while new members add fresh ideas and perspectives
- Members are more likely to participate when the commitment level is clear

The committee chair should also encourage effective program advisory committee members to serve consecutive terms.

## **Member Obligations**

Each member of the committee agrees to the following general commitments:

- Attend and participate in all meetings
- Respect the rights and opinions of other committee members
- Openly share the current and projected workforce needs of the industry
- Promote LMC CTE programs and student employment within their company and in the community

Committee members are volunteers, serving without pay.

## **Size**

There is no fixed number of members that will satisfy all situations. The membership needs to be large enough to be representative of the discipline and still be able to function effectively and efficiently. Seven (7) to eleven (11) people are suggested with nine (9) being a workable medium, per CA DOE.



The official membership list must be submitted to the respective Dean of the department as well as the Office of Workforce and Economic Development ([mrodriguez@losmedanos.edu](mailto:mrodriguez@losmedanos.edu)) by September 1<sup>st</sup> each year. This is the official list for the academic year and will be used to determine a quorum for meetings as well as official documentation for accreditation.

# **Committee Meetings**

## **Frequency**

A program advisory committee should meet as often as necessary to ensure program success. The United Faculty contract states that the advisory group must meet “at least once each semester to advise the program coordinator”; however, more frequent meetings may be needed. [United Faculty Contract, Section 6.2.3.2.30.3]

## **Locations**

Program advisory committee meetings should be held at LMC campus or a member’s business facility within LMC service area.

## **Agenda**

The agenda should be set well ahead of the meeting and distributed to members along with the invitation and a parking pass. It is helpful to maintain a template that includes standing agenda items as well as space for ad hoc items. Faculty should work with program advisory committee chairs to determine appropriate topics and input needed on an annual basis. [See sample in Appendix]

## **Meeting Minutes**

A specific person should be assigned to take the official notes during the meeting. That person needs to compile their notes and record them as the minutes of the meeting. [See sample in Appendix] Copies of the official minutes and the attendance sign-in sheet must be submitted to the LMC Office of Workforce and Economic Development ([mrodriguez@losmedanos.edu](mailto:mrodriguez@losmedanos.edu)) and distributed to committee members within 3 business days of the meeting.

Meeting minutes become official documents of the college and may be used for grant applications, grant reports, and accreditation.

## Committee Chairperson

The role of the committee's chairperson is to provide direction and to serve as a spokesperson for the program advisory committee. Typically, the chairperson of the committee is a permanent full-time Los Medanos College Faculty member, the lead faculty for the department. This person should serve a minimum of one school year and be appointed/reappointed annually, usually at the first meeting of the school year. Exploratory programs may have an alternate committee chair as the program is being incubated.

The duties of the chairperson include:

- Coordinate the planning and developing of an agenda for each meeting with the CTE instructor(s)
- Preside at committee meetings, giving members the opportunity to express their opinions, give advice, and make recommendations
- Provide input, when appropriate, to the CTE school administrator regarding the committee's findings and recommendations
- Serve as the spokesperson for the committee in meetings with LMC administrators, as necessary
- Appoint a representative to facilitate the meetings in the chair's absence
- Ensure that membership rosters are submitted by September 1<sup>st</sup> each year, and that meeting agendas and minutes are recorded and submitted within 3 business days

The United Faculty contract also stipulates that "Program coordinators who fail to [hold advisory committee meetings] shall be ineligible for coordinator compensation" [United Faculty Contract, Section 6.2.3.2.30.4]

# **Administrative Support**

## **Career and Technical Education Dean**

The dean provides leadership in establishing and maintaining program advisory committees and give the necessary support and assistance to CTE instructors as they carry out their duties and responsibilities.

The duties of the CTE dean include:

- Meet with the program advisory committee as necessary
- Review committee minutes
- Respond to committee recommendations, including status updates
- Ensure committee members are recognized and thanked for participating
- Assist program staff in identifying potential committee members
- Assist the CTE program chair in informing the CTE Committee and other LMC administrators of the committee recommendations and future plans for the program

## **Workforce and Economic Development Department:**

The Workforce and Economic Development Department can provide a variety of support options to CTE departments and advisory committees.

- Administer an online tool to manage meeting scheduling and reminders
- Administer a post-advisory meeting survey of members to capture feedback and provide results to the department
- Provide current labor market data for the program, including local job demand, wages, and graduation rates
- Administer survey on PLO alignment with industry needs as required for accreditation through the Western Association of Schools and Colleges (WASC)
- Assist with recruiting industry representatives for committee membership. (The department needs at least 6 weeks' notice in order to reach out to industry partners.)

- Archive meeting agendas, minutes, and committee rosters. Please use the following naming conventions
  - Email Subject: “CTE Advisory – [program name]”
  - Documents: “[Year-term-program-type]” For example, 2019-Fall-Automotive-Agenda.doc

# LOS MEDANOS COLLEGE

## *Sample Letter of Invitation to Join Program Advisory Committee*

Date

Name, Title

Business Name

Street Address

City, State, Zip Code

Dear Name:

Los Medanos College is seeking input and assistance from key business, industry and educational partners to keep our state-approved Career and Technical Education (CTE) programs relevant. You have been identified as an individual with expertise or knowledge in the **CTE Program Name** area within Contra Costa County.

We would like to invite you to participate on our **CTE Program Name** advisory committee, which meets regularly as needed to meet program needs. The purpose of the advisory committee is to provide assistance and recommendations for the continuous improvement of our CTE program.

We value the input of industry and educational partners to create relevant and quality programs. We sincerely hope you will be able to join us, but in the meantime please feel free to contact **Appropriate Contact Person Name** at **Phone/Email**.

Thank you for your consideration.

Sincerely,

**Appropriate Signature**

**Name of Administrator and/or Teacher**

**Title**

# LOS MEDANOS COLLEGE

## *Sample Letter of Appointment to Program Advisory Committee*

Date

Name, Title

Business Name

Street Address

City, State, Zip Code

Dear Name:

Thank you for agreeing to serve on the Program/Department Name Advisory Committee. Your appointment is effective beginning Month, Year and ending Month, Year.

A Program Advisory Committee is a group of outstanding industry professionals who provide an outside perspective on program structure and curriculum in order to maximize student success outcomes.

Today's rapidly changing society requires that educational institutions and the communities they serve work closely together. Employers are an integral part of recommending, designing and updating curriculum and technology to be sure that students learn the most current skills that meet employer's needs.

We appreciate your willingness to assist us in supporting career and technical education opportunities for students in our community.

Note any enclosures and add any specific information such as parking permits, etc.

Sincerely,

Appropriate Signature

Name of Administrator and/or Chair of Committee

Title

cc: Appointee's Supervisor

# LOS MEDANOS COLLEGE

## *Sample Emails of Meeting Notice*

### **1<sup>st</sup> Notice to “Save the Date”:**

*Dear Advisory Member,*

Please **SAVE THE DATE** for the next **Program/Department Name** Advisory Committee Meeting scheduled for **Tuesday, October 10, 20XX** from **11:00am-1:00pm** at Los Medanos College in the **name of building** in **room number**.

*An agenda, parking permit and campus map with directions will follow.*

*If you have any questions or comments please feel free to contact me.*

*Thank you,*

**Your Name**

**Title**

### **2<sup>nd</sup> Notice of Meeting (Include Agenda, Parking Permit & Campus Map):**

*Dear Advisory Member,*

We appreciate your ongoing support of our program. The **Program/Department Name** Advisory Committee Meeting will be held on **date and time** at Los Medanos College in the **name of building** in **room number**.

*Attached please find the minutes of the last meeting, agenda, parking permit and campus map.*

*Please RSVP by **insert date**.*

*If you have any questions or comments please feel free to contact me.*

**Your Name**

**Title**



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**Committee Members**

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Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 | Name, Title 7 |  
Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

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**Discussion Items:**

Welcome/Introductions

Review Last Meeting's Minutes

Program Details and Discussion:

1. Labor Market Information/Industry Trends
2. Program Enrollments
  - a. By Course
3. Degree Completion and Program Enrollment Numbers
  - a. AA/AS Degrees
  - b. State
  - c. Local
4. Curriculum Updates and Feedback
  - a. PSLO Assessment Feedback
5. Resources/Equipment Required and/or Acquired
6. Pathways Collaboration
  - a. Articulation
  - b. Dual-Enrollment
7. Work-Based Learning
  - a. Internships
  - b. Job Shadow
  - c. Guest Speaker(s)
  - d. Cooperative Work Experience (COOP)
8. Future Planning
9. Open Discussion/Committee Ideas
10. Next Steps/Meeting Review

Next Meeting Date:

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Notes:

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In Attendance

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List attendees

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Approval of Minutes

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Ex: The minutes were read from the August meeting and approved.

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1. Labor Market Information/Industry Trends

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Notes for this section.

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2. Program Enrollments

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2a. By Course

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3. Degree Completion and Program Enrollment Numbers

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3a. AA/AS Degrees

3b. State

3c. Local

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4. Curriculum Updates and Feedback

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4a. PSLO Assessment Feedback

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5. Resources/Equipment Required and/or Acquired

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Notes for this section.

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6. Pathways Collaboration

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6a. Articulation Agreements

6b. Dual-Enrollment

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7. Work-Based Learning

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7a. Internships

7b. Job Shadow

7c. Guest Speakers

7d. Cooperative Work Experience (COOP)

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8. Future Planning

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Notes for this section.

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9. Open Discussion/Committee Ideas

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Notes for this section.

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10. Next Steps/Meeting Review

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Notes for this section.

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Next Meeting

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Date | time, Location

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.



