

## MINUTES TEMPLATE

### SANTA CLARA COUNTY REGIONAL OCCUPATIONAL PROGRAM- SOUTH

(NAME OF COURSE/PROGRAM)  
ADVISORY COMMITTEE MEETING  
Month, Day, Year

Meeting called to order, welcome, and meeting process details.  
List of members, including their positions and companies.

Review of Curriculum - (Course Materials Made Available)

Status of Committee Recommendations

Course Description

Course Outline and Hours of Instruction

Review of Instructional Materials

Review of Equipment

Job Market Information & Future Trends

Review of Labor Market Analysis

Job Placement

Suggestions and Recommendations

Next Meeting: Time, Date, Location