

**ADVISORY COMMITTEE  
PLANNING GUIDE AND CHECKLIST**

Program Area: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Date & Time of Meeting: \_\_\_\_\_ Location: \_\_\_\_\_

| <b>TASK</b>   | <b>RESPONSIBLE PERSON</b> | <b>DATE COMPLETED</b> |
|---|---------------------------|-----------------------|
| Update Advisory List (September)  |                           |                       |
| Schedule Meeting Date (September) <ul style="list-style-type: none"> <li>• Notify ROP Specialist</li> <li>• Submit Adv. Committee info sheet to SCROP Office</li> </ul>   |                           |                       |
| Mail invitation letter with Agenda (3 weeks in advance)   |                           |                       |
| Telephone Reminder to Faculty and Committee (1 week prior to meeting)   |                           |                       |
| Prepare Packets <ul style="list-style-type: none"> <li>• Minutes of Last Meeting</li> <li>• Agenda</li> <li>• Questionnaire</li> <li>• Current Course Outline</li> <li>• Proposed Course Outline (if proposing change)</li> <li>• Blank Sheets of Paper/Pencil</li> <li>• Name place cards</li> <li>• ROP Fact Sheet (see beginning of Handbook)</li> </ul> |                           |                       |
| Chairperson or Secretary Packets Only: <ul style="list-style-type: none"> <li>• Sign-in Sheets</li> <li>• Other information as needed (new textbooks, equipment info, etc.)</li> </ul>  |                           |                       |
| Thank You Letters, Minutes & Roster to Advisors   |                           |                       |
| After the meeting, send the following items to the ROP Specialist & SCROP Office: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes</li> <li>• Sign-in Sheet</li> <li>• Revised Course Outline (if appropriate)</li> <li>• Textbook Evaluation Form (if appropriate)</li> <li>• Advisory Member Roster (updated)</li> </ul>                |                           |                       |