

Table 10: Workforce Advisory Committee Meetings by Program (AY2014-2015)
Meeting Minutes Matrix

Fall 2014 (Aug. 2014 – Dec. 2014)		
Department/Program	School	Program Meeting/Minutes Dated
1. Adult Basic Education Department <ul style="list-style-type: none"> • Adult Education Program (Adult High School Diploma) • Adult Education Program (Basic Skills) • Adult Education Program (English as a Second Language) • High School Equivalency Diploma 	TPS (4)	Not required to provide Workforce Advisory Committee minutes (not included in the commitment rates)
2. Criminal Justice & Social Science Department <ul style="list-style-type: none"> • Criminal Justice Certificate • Criminal Justice AS • Emergency Management Certificate • Emergency Management AS • Fire Science Technology Certificate • Human Services AS 	TPS (6)	<ul style="list-style-type: none"> • Criminal Justice Certificate (10/22/2014) • Criminal Justice AS (10/22/2014) • Emergency Management Certificate(10/22/2014) • Emergency Management AS(10/22/2014) • Fire Science Technology Certificate(10/22/2014) • Human Services AS (10/21/2014)
3. Education Department <ul style="list-style-type: none"> • Early Childhood Education Certificate • Early Childhood Education AS • Early Childhood Education Secondary • Education Certificate • Education AA • Family Services Certificate 	TPS (6)	<ul style="list-style-type: none"> • Early Childhood Education AS (12/4/2014) • Early Childhood Education Secondary (12/4/2014) • Early Childhood Education Certificate (12/4/2014) • Education AA (12/4/2014) • Education Certificate (12/4/2014)
4. Automotive Technology Department <ul style="list-style-type: none"> • Automotive (Collision Repair & Refinishing Technology Secondary) • Automotive Services Technology Certificate • Automotive Services Technology AS • Automotive Services Technology Secondary • Medium/Heavy Truck Diesel Technology Certificate 	TPS (5)	<ul style="list-style-type: none"> • Automotive (Collision Repair & Refinishing Technology Secondary) (12/11/2014) • Automotive Services Technology Certificate (12/11/2014) • Automotive Services Technology AS (12/11/2014) • Automotive Services Technology Secondary (12/11/2014) • Medium/Heavy Truck Diesel Technology Certificate (12/11/2014)

Spring 2015 (Jan 2015 – May 2015)		
Department/Program	School	Program Meeting/Minutes Dated
1. Adult Basic Education Department <ul style="list-style-type: none"> • Adult Education Program (Adult High School Diploma) • Adult Education Program (Basic Skills) • Adult Education Program (English as a Second Language) 	TPS (4)	Not required to provide Workforce Advisory Committee Minutes (not included in the commitment rates)

Spring 2015 (Jan 2015 – May 2015)		
Department/Program	School	Program Meeting/Minutes Dated
<ul style="list-style-type: none"> • GED® 		
2. Tourism & Hospitality Department <ul style="list-style-type: none"> • Culinary AA • Food & Beverage Management AS • Hotel Operations & Management AS • Lodging Management Secondary • ProStart Secondary Program • Tourism & Travel Management AS 	TPS (6)	<ul style="list-style-type: none"> • Culinary AA (3/19/2015) • Food & Beverage Management AS (3/19/2015) • Hotel Operations & Management AS (3/19/2015) • Lodging Management Secondary (3/19/2015) • ProStart Secondary Program (3/19/2015) • Tourism & Travel Management AS (3/19/2015)
3. Automotive Technology Department <ul style="list-style-type: none"> • Auto Body Secondary Program • Automotive Services Technology Certificate • Automotive Service Technology AS • Automotive Services Technology Secondary • Medium/Heavy Truck Diesel AS 	TPS (5)	<ul style="list-style-type: none"> • Auto Body Secondary Program (4/28/2015) • Automotive Services Technology Certificate (4/28/2015) • Automotive Service Technology AS (4/28/2015) • Automotive Services Technology Secondary (4/28/2015) • Medium/Heavy Truck Diesel AS (4/28/2015)

Through an analysis of the minutes submitted to AIER during this reporting period, key discussions indicate the value of these meetings. Discussions of new programs/degrees, expectations of graduates using national standards, need for “hands-on” experience before transitioning into the workforce, discussion on department strategic plans, community needs, gaps in industry workforce, and other relevant information departments may use in program planning.

Recommendations for improvement include the identification of a regular funding source for hosting workforce advisory committee meetings so that refreshments and other meeting incentives may be offered as a token of the College’s appreciation for their expert feedback and valuable time. Additionally, departments should provide actionable-data to meeting participants such as program outlook, job placement data, and College initiatives designed to help students graduate with the knowledge and skills to succeed in a global economy.

Updated curriculum is an important factor in ensuring that programs are current and meets the ever changing demands of industry to prepare students for the workforce. The following section provides information on the currency of technical, related technical, related general education and technical elective course requirements.

Curriculum Revision Activities

In order to ensure the quality of a program, it is important that the courses required for the program be regularly updated to coincide with the skills required in the workplace. Input from workforce advisory