

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

xxxxx Program Advisory Committee
 xxxxx Additional Clustered Programs
 xxxxx Apprenticeship Program

Date:

Time:

Place:

Present: Members of the Committee:
 Name and Organization

Members of Staff:
 Name, Title, Program

Regrets: Members of the Committee:

Members of Staff:

ITEM			ACTION
1.0		Introduction of Members	
2.0		Review of Agenda	
3.0		Approval of the Minutes The minutes were approved as distributed.	
4.0		Business Arising from the Minutes	
5.0		Current Member Listing of Advisory Committee Members Circulated for Updates The current list of members on the advisory committee database was circulated to all members to update. The Coordinator will return this list to the academic office where the committee database will be updated.	Coordinator
6.0		Election/Re-Election of Committee Chair (if required) The Chair's term is two years and the election/re-election should be recorded in the minutes.	
7.0		Discussion Topics	
	7.1	Enrolment Update	
		7.1.1 Year 1 & Year 2 Enrolment	
		7.1.2 Application Data	
	7.2	Program Updates	
		7.2.1 KPI (Student Satisfaction and / or Graduate Satisfaction)	

	7.2.2	Program Renewal	
	7.2.3	Program Specific (Co-op / Fieldwork, Attrition, Bursaries, Etc.) <ul style="list-style-type: none"> • XX applicants for XX spaces • XX students in 1st year • XX students will be graduating • XX students in the region will be graduating 	
7.3		Additional Clustered Program Updates	
	7.3.1	Year 1 and Year 2 Enrolment	
	7.3.2	Application Data	
	7.3.3	KPI (Student Satisfaction and / or Graduate Satisfaction)	
	7.3.4	Program Renewal	
	7.3.5	Program Specific (Co-op / Fieldwork, Attrition, Bursaries, Etc.) <ul style="list-style-type: none"> • XX applicants for XX spaces • XX students in 1st year • XX students will be graduating • XX students in the region will be graduating 	
	7.3.6	Apprenticeship Program (if applicable)	
7.4		Profile of the Graduate and Program Outcomes	
7.5		Diversity/Inclusivity	
7.6		Learning Technology	
7.7		Advisory Committee Terms of Reference (Length of term)	
7.8		School Updates	
7.9		College Updates	
7.10		Emerging Trends Update (Local, Provincial, Technology, Legislation, etc.)	
8.0		New Business	
9.0		New Meeting Date / Agenda Items / Next Steps	
10.		Adjournment	

Date

Recorder

Advisory Chair