

## MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

### <Type program name> Employer Advisory Committee Agenda

<Type Date>, <type meeting Location>

1. Introduction of Members and Guests
2. Purpose of Meeting
3. Review of Minutes from last EAC/B
4. Review of Course Sequence(s) (E.C. 52302.2 (a) (3 ))
5. Review of:
  - Related Labor Market to confirm high wage/significant wage increases opportunities (E.C. 52302.3 (a) (1 )) and E.C. 52302.2 (a) (3 ))
  - Each Course Outline in pathway, Hours of Instruction and Methodology
  - Alignment with California Career Technical Education Model Curriculum Standards (optional)
6. Review of relevant data (E.C. 52302.3 (a) (3 ))
  - Enrollment
  - Number of completers and graduates (prior year)
7. Review industry certifications (if appropriate)
8. Discuss/Review the development of required skills for certificates of competency (E.C. 52302.2 (a) (1))
9. Review of Textbooks and Instructional Materials (optional)
10. Review of Equipment Needs (optional)
11. Motion to support curriculum for the pathway.
12. Discuss the need for training in area/duplication of effort. (E.C. 52302.3 (a)(2)
13. Annual review of students who met established skill certificate criteria and confirm that they possess the skills needed for employment. (E.C. 52302.2 (a) (2 ))
14. Review assessment procedures (E.C. 52302.2 (a) (1 ))
15. Discuss internship/employment opportunities (E.C. 52302.2 (a) (4 ))
16. Discuss postsecondary scholarship creation (E.C. 52302.2 (a) (5 ))
17. Other Business (open discussion)/Suggestions & Recommendations
18. Set Date and Time for Next Meeting (optional)