



Business/Industry Advisory Committee Meeting Agenda & Minutes

ROP Course: _____

Date: _____

1. **Purpose of meeting:** The main functions of the Advisory Committee are to provide up-to-date information on current trends in business and industry, make recommendations for the improvement of the ROP program, and provide an overview of labor market conditions. *In order for the ROP curriculum to be approved by the California Department of Education, it is essential for the advisory committee to discuss:*

- *The curriculum*
- *The labor market—job opportunities*

2. **Business Advisors present:** (include name, title, name of business, phone number and e-mail address, or **attach business card**) **See attached sign-in sheet.**

3. List of **ROP Teachers** and **Guests** present: **See attached sign-in sheet.**

4. **Meeting called to order.** Meeting location: _____

5. **CURRICULUM REVIEW:** Review the curriculum thoroughly, discuss, and make recommendations for updating.

- Are the entry-level job titles appropriate?

- Is the course description relevant?

- Is the course outline realistic and up-to-date?

- Are the books, instructional materials, and equipment up to date?

- Are allotted hours adequate?

- Discussion and recommendations.

6. Does the committee approve the curriculum? **YES** **NO**

7. LABOR MARKET INFORMATION: What is the demand for employees in this field?

- What are the local job opportunities for ROP graduates?

- Are internships available?

- Discuss current and future trends in this business or industry.

8. Recommendation to support continuation of this program: **YES** **NO**

9. Adjournment. Minutes taken by: _____

ROP Teachers:
Please take minutes of your Business Advisory Committee meeting and e-mail them to your Student Programs Principal, or send them to ROP along with your weekly ROP attendance.

**Contra Costa County Office of Education
Student Programs — ROP
77 Santa Barbara Road
Pleasant Hill, CA 94523**