



Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388
Karen Sakata, Superintendent of Schools

ADVISORY COMMITTEE MEETING MINUTES

Course: _____ Date: _____

Purpose of meeting: The main functions of the Advisory Committee are to provide up-to-date information on current trends in business and industry and make recommendations for improving the ROP program. To meet *Department of Education requirements*, it is essential for the advisory committee to discuss the curriculum and labor market/job opportunities in this field.

Business Advisors Present (*include name, title, name and address of business, phone number & email address*).

ROP Teachers Present:

Curriculum Review

Review the curriculum, 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? _____
- Discussion and recommendations _____

- Does the committee approve the curriculum? _____ **YES** _____ **NO**

Labor Market Information

What is the demand for employees in this field?

- What are the local job opportunities for ROP graduates? _____
- Are internships available? *Details* _____

- Discuss current and future trends in this industry. _____
- Are there work-based learning opportunities? _____

