Amarillo College Business and Leadership Councils will ensure to comply with GIPWE Advisory Committee Meeting Minutes by incorporating the following agenda items into the meeting minutes. For more information about the characteristics of these committees, review pps. 7-8 in the [GIPWE](https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/guidelines-for-instructional-programs-in-workforce-education-gipwe/).

1. Identification of committee members (name, title, and affiliation);
2. Indication of the committee members’ presence or absence from the meeting;
3. The names and title of others present at the meeting;
4. The signature of the recorder; and
5. Evidence that industry partners have taken an active role in making decisions that affect the program as outlined below:
   1. Evaluating the goals and objectives of the program curriculum;
   2. Establishing workplace competencies for the program occupation(s);
   3. Suggesting program revisions as needed;
   4. Evaluating the adequacy of exciting college facilities and equipment;
   5. Advising college personnel on the selection and acquisition of new equipment;
   6. Identifying local business and industry leaders who will provide student with wor-0based learning experience, employment, and placement opportunities;
   7. Assisting in the professional development of faculty;
   8. Assisting in promoting and publicizing the program to the community and to business and industry; and
   9. Representing the needs of students from special populations as defined in Perkins V.

**For recorders/notetakers**

Please review the guidelines above and below as you prepare the agenda and/or minutes.

If a motion is made, make note in the section of who made the motion, who seconded, and include results of vote.

If there is no motion or action taken on a discussion or a point in the agenda, note “no action or vote taken” in the section.

**Signatures and Routing**

Upon completion of the minutes, please send them to advisory board/BLC chair and program chair and/or program coordinator for review and signature. *Include the meeting agenda with the minutes*. Afterwards, send it to Dean for review and final initial before you submit to the library for the electronic archives.

**Instructions for Advisory Board / BLCs**

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an X to left of name if present.

**Ex-Officio** – Include all other people present. AC faculty, staff, and guests are ex-officio; they do not vote on motions.

“Program Name”

Business and Leadership Council Meeting Minutes

|  |  |  |
| --- | --- | --- |
| CHAIRPERSON: | | |
| MEETING DATE: | MEETING TIME: | MEETING LOCATION: |
| RECORDER: |  | PREVIOUS MEETING: |

**MEMBERS PRESENT: (P = Present) Add nonmembers to bottom of table with heading “Others Present.”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| P? | Name and Title (List all) | Business Affiliation | Email | Best contact number |
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| **Minutes** | |
| Key Discussion Points | Discussion |
| Old Business: |  |
|  |  |
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| Continuing Business: |  |
|  |  |
|  |  |
| New Business: |  |
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| Curriculum Decisions: |  |
|  |  |
|  |  |
| Other: |  |
| Adjourn: |  |

|  |  |  |
| --- | --- | --- |
| Committee Chairperson: | MEETING DATE: | NEXT MEETING: |
| Recorder’s Signature: |  |  |
| DEPARTMENTAL CHAIRPERSON SIGNATURE: | DATE: |  |
| DIVISION DEAN'S SIGNATURE | DATE: |  |