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| **Program Advisory Committee Minutes** |
| **Program:****Date:****Time:** **Location:**  |
| **Attendees: (#)** |
| **Regrets: (#)** |
| **No.** | **Item** | **Action Items and Recommendations** |
| **1**  | **Welcome and Opening Remarks** |  |
| **2** | **Motion of Approval for agenda:** |  |
| **3** | **Motion of Approval for the minutes** from the meeting held on \_\_\_\_\_\_\_ (attached) |  |
| **4**  | **Business arising from minutes** |  |
| **5** | **Update on program metrics***(Key Performance Indicators (KPI); contribution; retention)* |  |
| **6** | **Industry/Business Trends/Labour Needs** *Highlights of Accomplishments Previous Academic Year**Goals and Objectives of Current Academic Year* |  |
| **7** | **Curriculum Relevance/Emerging professional/legislative issues/Work Integrated Learning Experiences***Highlights of Accomplishments Previous Academic Year**Goals and Objectives of Current Academic Year* |  |
| **8** | **Opportunities for continuing education courses** |  |
| **9** | **Academic equipment/facility needs of the program** |  |
| **10** | **Applied Research**  |  |
| **11** | **Donations/Fundraising opportunities** |  |
| **12** | **New programming ideas to meet emerging industries** |  |
| **13** | **Student/Graduate Success**  |  |
| **14** | **New Business** |  |
| **15** | **Next Meeting Information** (Date, time and location) |  |
|  | **Thank you.**  |  |