**Meeting Minutes Template**

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| **Program Advisory Committee Meeting Minutes****Date**  **Time** |
| Present:   |
|  I. Welcome and Introductions |  |
| II. Review of Minutes |  |
| III. Program Updates |  |
| IV. Student Progress |  |
| V. Curriculum Updates |  |
| VI. Assessment Process | The assessment plan results and analysis were presented to the Advisory Committee and the following comments were noted:**Clinical Competence –** **Communication Skills –** **Critical Thinking –** **Program Effectiveness Measures –****Pass Rates –****Employment Rates –** **Program Completion Rates –**  |
| VII. Assessment Plan Review | **Mission Statement –** **Goals –****Assessment Plan –** The following revisions to the assessment plan were made: |
| VIII. Additional Comments |  |
| IX. Adjournment |  |

Revised – January 2020