

Kishwaukee College
Office Systems
Fall 2021 Advisory Committee

Meeting Date: Friday, October 22nd, 2021
Time: 11:00am-Noon
Location: Kishwaukee College Room C1265
Zoom Link: <https://kish.zoom.us/j/84937120034?pwd=MmR5STI1UGFicUJzZWZpcmdXWDJMU09>

Agenda

- I. Introductions (5 minutes)**
 - a. Purpose of Advisory Committee
 - b. Member Introductions (Name – Organization – Position)

- II. Program Update (10 minutes)**
 - a. Review Previous Meeting Minutes
 - b. Program Enrollment, Completions, Revenue/Expenditures - *Budziak*
 - c. Equipment, Supply, and Staff Needs
 - d. Partnerships

- III. Curriculum and Student Outcomes**
 - a. Curriculum Update
 - b. Industry Certifications and Assessments
 - c. Discussion
 - *How is aligned is KC's curriculum with industry needs?*
 - *Suggestions for keeping the program "state of the art," to ensure ensuring that the program is poised to meet future skill needs.*

- IV. Industry Update & Labor Market Discussion**
 - a. Discussion
 - *What are the future employment opportunities for graduates?*
 - *What are your current or projected employment needs of your organization over the next 2-3 years?*

- V. Work-Based Learning**
 - a. Apprenticeships, Internships, and On-the-job Training
 - b. Discussion
 - *Are there any opportunities for current students to engage in work-based learning?*

- VI. Facilities & Maintenance of Program (if time permits)**
 - a. Current Facilities
 - b. Discussion
 - *Does KC have the necessary facilities, equipment, and tools to prepare students to work in their field?*

- VII. Plans for Next Meeting**