

ADVISORY COMMITTEE AGENDA – FIRST MEETING

1. Welcome and opening remarks by school personnel.
2. Introduction of and biographical information about committee members.
3. Statement of the role of the committee and how it is expected to be of assistance to the school.
4. Names and brief biographical information of key school officials and teachers.
5. A brief sketch of the history and background of the school.
6. The objectives of the school as a whole.
7. The nature and objectives of the specific agricultural education program.
8. A brief outline of problems in the school and in the specific agricultural education program.
9. Future plans for expansion of the school or specific program.
10. Standards specified in federal acts for agricultural education and the state plan for agricultural education.
11. Discussion/input from committee members about what they need from and envision for the local agricultural education program.
12. Organization of the committee— selection of chairperson and secretary; selection of dates and times for meetings.
13. Discussion of upcoming events and input on how to proceed.
14. Other items.
15. Adjournment.

Source: Shinn, L. (1988). *Advisory Committees: A Guide for Organization and Use*. Cincinnati, OH: South-Western Publishing