CTE/ROP Pre-Advisory Meeting Checklist

Items For All Advisory Meeting Attendees

- Copy of Advisory Meeting Agenda Outline
- Copy of “CTE Advisory Meeting Overview”
- Copy of meeting minutes from previous advisory meeting
- Course descriptions / course outlines
- Sequence of courses
- Bell schedule
- Portfolio samples
- Competencies
- List of all Community Classroom offerings
- Enrolment data (past 3-5 years) & current year
- Previous year course completion data
- List of current industry certifications offered (at each grade level)
- Student certification data (completion percentage)
- Job Market projection data

Items only for CTE/ROP Teacher

- Advisory Meeting Minutes Template
- Advisory Meeting Sign-in Sheet