

**Employer Advisory Council Meeting Minutes for {INSERT PROGRAM NAME}**
**November 10th, 2023**

**Jackson County Campus**

Attended by:

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| --- |
| Insert First & Last Name, Position, Organization |
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| Insert First & Last Name, Position, Organization |

**I. Division of Teaching & Learning Business Items**

* **Follow up on our QEP -** QEP Enhancing Essential Skills Update & Results - Since August 2019, MGCCC has implemented as our Quality Enhancement Plan (QEP), a program called "Embracing Essential Skills" in our career classes. The goal of this program is to help our career students to improve their essential skills related to attendance/punctuality, active listening, and effective speaking. Beginning August 2022, the QEP transitioned from lessons and interventions in the career classrooms to a 1-credit hour course titled "Employment Readiness" (LLS 1721). In this course, MGCCC communication instructors work with career students to improve essential workplace skills such as critical listening and effective speaking. Additionally, Interpersonal Communication (SPT 2173) has been added as an alternative to Public Speaking to fulfill the academic communication requirement needed to complete an Associate of Applied Science degree. In this capstone course, all essential skills taught throughout the career programs are reinforced.
* **Update on any grant(s) related to your program (if appropriate)**
* **Additional Item**

**II. Program-Specific Business Items**

* Program Metrics:
	+ Enrollment Numbers –
	+ Retention Rates –
	+ Graduation Rates –
	+ Technical Skill Attainment (TSA) Rates –
* Curriculum Changes in Last Year (if applicable)
* Questions Requiring Feedback
	+ Question 1 - What Credentials/Certifications are important to your business?
	+ Question 2 - Are you in need of any customized training? Credit or Workforce? If so what type of training? **(Please record the name of the company so that we can follow up on customized training.)**
	+ Question 3 - Scheduling of credit courses – does our current credit course schedules work for your business? What could we change? If changed, do you have any interest in apprenticeships or internships? **(Please record the name of the company so that we can follow up on apprenticeships or internships.)**
	+ Question 4 - Would you be interested in participating in a Focused Career Fair before semester begins or near graduation?
	+ Question 5 - Do you have any Cybersecurity needs? (For example, we can offer a diagnostic review of your companies’ vulnerabilities.) What are they? **(Please record the name of the company so that we can follow up on cyber needs.)**
	+ Do we have any custom needs for this program?

**III. Soliciting Employer Feedback:**

* **Employer Survey:** Please take time to provide feedback through a college-wide employer survey. The results are analyzed by instructors and administrators on an annual basis and we greatly value your feedback. See QR Code on card.
* **Strengths of Graduates** - What is working well? Have recently hired graduates exceeded expectations and if so, in what areas have they excelled?
	+ Strength:
	+ Strength:
	+ Strength:
* **Area of Opportunity for Improvement** – Are there any aspects of the program and/or recently hired graduates that can be improved upon? What challenges in the workforce are you facing and how can we better prepare our students?
	+ Area of Focus 1:
	+ Area of Focus 2:
	+ Area of Focus 3:
* **Emerging Software, Technology & Innovations:**