Highline College

Agenda

Required Information

Required	Please complete this information for every meeting
Department(s)	Accounting/Business/BSTEC
Date/Time	📅 Date
Meeting Format/location (add location or zoom link)	In Person ▾
Meeting number (2 per year required)	One ▾

Potential Agenda Topics:

Choose from list or add additional topics

- Welcome & Check Ins
- Meeting minutes approval from prior meeting
- Elect a chair (can not be Highline staff/faculty)
- Review membership (are there at least 5 AC members?)
- Lightcast data review
- Curriculum review
- Proposed program changes or any new programs (request AC approval)

- Program equipment needs
- College/Program data (Tableau/MFR data)
- Current industry needs
- Internship/Practicum/Clinical needs
- Ethics training
- New Business
- Other agenda items