



Advisory Committee Meeting Minutes

In order to have a record of meetings it is important to take minutes of the meeting. Many automotive instructors are unsure what should be included in the minutes and how much detail is required for future reference. Keep in mind that the minutes are a formal record of the meeting and should provide enough information so that anyone could review them and have a good understanding of the issues, the discussion, and the actions taken. It's helpful to have an agenda for your meeting to move the meeting along smoothly.

At a minimum, the following information should be included in the Advisory Committee meeting minutes:

1. Date, location, and time
2. List of members who attend and members who are absent
3. Old Business – review and approval of minutes from the last meeting
4. Discuss agenda items – summarize the discussion of each of the topics. If there was a motion for action, record who made and who seconded the motion as well as the results of the vote.
5. New Business (if any)
6. Set a date for the next meeting
7. Note the time of adjournment

Please remember the NATEF Standards require that Advisory Committees review and provide input on programs. A summary of the specific standards that Advisory Committees should review are listed in Procedures Section in the Program Standards. Make sure that your minutes reflect a review of these topics. All these items may not be reviewed during the same meeting, but they must be reviewed.

Meeting minutes may be recorded by anyone at the meeting, but the person responsible for conducting the meeting should not be responsible for recording the minutes. Designate someone to record the minutes (Advisory Committee Secretary, department secretary, instructor, etc.). After the meeting, the minutes should be typed and a hard copy should be placed into a file. Since programs have computers with word processing capabilities, the minutes should also be stored in a computer file that can be accessed by the instructor or other individuals involved with the program.

If you have not been keeping meeting minutes with this much detail, begin to do so at your next meeting. When a program has an on-site evaluation for accreditation or renewal of accreditation, the evaluation team will review the minutes from prior Advisory Committee meetings. Lastly, be aware that NATEF requires a copy of the minutes from the last two meetings to be submitted with the mid-point compliance review.