



**COOPERATIVE WORK EXPERIENCE
PROGRAM ADVISORY COMMITTEE**

**MEETING
May 20, 2021
12:30 -1:30 p.m.
Room 810**

AGENDA

- I. Welcome
- II. Introductions
- III. Purpose of the Advisory Committee
- IV. Role of the Committee
- V. Cooperative Work Experience Program
 - a. Description of the Courses
 - b. Units and Hours per week
- VI. Review of Programs
 - a. Accounting Technician
 - b. Digital Design and Production
 - c. Business Management
 - d. Business Administrative Assistant
 - e. Business Office Technician
- VII. Discussion - Site Supervisors' Feedback
 - a. What are your organization's needs?
 - b. What skills stood out more from your interns?
 - c. What skills could our interns improve?
 - d. How can you accommodate our students during the end of COVID-19?
- VIII. Program Recommendations
- IX. Other
- X. Adjourn