



## Advisory Committee Minutes

Sponsoring Institution:		
Date, Time and Location of Meeting:		
<b>COMMITTEE MEMBERSHIP ROSTER</b>		
Community of Interest *	Name	Agency/Organization
Employer		
Employer		
Employer		
Graduate		
Physician		
Student		
Public Member		
Other		
Faculty ( <i>ex officio</i> )		
Medical Director ( <i>ex officio</i> )		
Program Director ( <i>ex officio</i> )		
Sponsor Administration ( <i>ex officio</i> )		
<i>*Standard II.B, Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology. (Add additional lines, if necessary, and identify the community of interest represented by the committee member.</i>		

The Committee Membership roster should include each individual who is appointed to the Program Advisory Committee. Advisory Committee minutes should indicate who among the appointed members is present and who is absent.

Standard II.B requires each program to hold an Advisory Committee meeting at least annually. The Advisory Committee must assist the program in “formulating and periodically revising appropriate learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.” At least once each year, the Program Advisory Committee minutes should document how the program is in compliance with Standard II.B (see also Standard III.D and Standard IV.B.1).

Agenda items in the Advisory Committee minutes might include topics such as (1) Review of the Program’s Goals and Learning Objectives; (2) Review of the Annual Report and Outcomes, including certification exam results; (3) Review of Program Assessment results; (4) Program Changes (e.g., curriculum, clinical, accreditation related such as graduate competencies; (5) Substantive Changes; (6) Program Strengths and Areas for Improvement, including an Action Plan for Improvement; (7) Other Business; and, (8) Plans for future meetings.