# External Advisory Panel Meeting Agenda

# [Proposed Program Title]

Date: [Date]

Time: [Time]

Location: [Location]

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| Topic | Facilitator |
| **1. Welcome and Introductions** | [TBD][TBD] |
| **2. Overview of the Program Development Process** | [TBD] |
| **3. Overview of the Proposed Program*** Proposed program specifications (e.g., credential, length, structure, cohort size, admission requirements) (if known)
* Comparable programs
* Program data

[As applicable, summarize comparable programs and/or selected data to be shared that will be relevant to the discussion. For example, share labour market projections if seeking validation of the job market or share information about existing programs offered if seeking input on how to complement existing programming.] | [TBD] |
| **4. Panel Discussion**[Choose 3-5 key discussion topics or questions for the advisory panel discussion to determine the need, scope, and/or resource requirements for the program to assess the feasibility of the program. Examples are provided below.]* Labour market and/or societal need (e.g., jobs, employers, related industry training)
* Student demand (e.g., target audience)
* Program specifications (e.g., credential, length, structure, cohort size, admission requirements)
* Key characteristics, knowledge, and skills required of graduates
* Program resources (e.g., facilities, technology, software)
* Experiential learning (e.g., work-integrated learning, signature innovative learning experience)
* Industry trends (e.g., expected changes in the job market, technology, or skills)
 | [TBD] |
| **5. Summary of Discussion** | [TBD] |
| **6. Next Steps and Thank You** | [TBD] |