

**Automotive Tech Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, May 20, 2015**

**Time: 6:00 pm**

**Meeting Location: JSH - 112**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair | N/A |  |
| 1. Welcome and Introductions – Committee Chair | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair   **February 18, 2015** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-  * **Advisory Breakfast recap** * **Fall chair/vice chair training** * **Clark College Strategic Plan** |  | 10 min. |
| 1. Director/division chair Report  * **Larch Updates – Bruce Music** * **NATEF** * **Program Status Updates** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair  * **Outcomes Assessment Update** * **Shop Inspection** |  | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business | New business items are addressed by the committee. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting date established. | 5 min. |