

**Business Technology – Medical Office**

**Advisory Committee**

**Meeting Agenda**

**Wednesday, May 4, 2016**

**5:30—7:00 p.m.**

**Scarpelli Hall, room 22**

|  |  |  |
| --- | --- | --- |
| **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  * **November 4, 2015. Vote.** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Cathy Sherick |  | 5 min. |
| 1. Director/division chair Report-Sunnie Elhart  * **Accreditation Announcement** |  | 15 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 20 min. |
| 1. Old Business-Follow-up- Committee Chair  * **HIM Accreditation – Trish Seydlitz** |  | 10 min. |
| 1. New Business  * **Pathways discussion** * **Medical Assistant cohort discussion** * **HIIM Program Outcomes – Trish Seydlitz** * **Virtual Lab Fees – Vote.** | 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. |